

Home boarding conditions

For three or less dogs boarded within a home with no external accommodation.

General requirements

1. 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.
2. The licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Where appropriate the licensee must check that their public liability insurance will cover dogs boarded from different households.
3. No dog registered under the Dangerous Dogs Act 1991 shall be accepted for home boarding.
4. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (for example wolf hybrids) shall not to be accepted for home boarding.
5. Entire males and bitches in season, or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.
6. Puppies under six months of age may only be boarded with other dogs, including resident dogs, if they have been suitably vaccinated and there have been no difficulties identified during a documented mandatory trial socialisation period. The written consent of the owner must also be obtained.

Licence display

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

Numbers of animals

8. The maximum number of dogs to be boarded at any one time is **[maximum 3]**.
9. Only dogs from the same household may normally be boarded at any one time, unless the following conditions below are met.
10. Where there is a resident dog(s) or cat(s) kept at the boarding premises, written consent from the owners of the boarded dog must be gained following a documented trial familiarisation session.

11. The specific written consent of each owner must be obtained, providing confirmation that they are content for their dogs to be boarded with dogs from other households.
12. Where dogs are boarded with other dogs, with which they are not normally resident, a documented familiarisation session shall take place for all boarded dogs prior to stay.
13. Dogs from different households must be separated in secure areas when left unattended.
14. Dogs from different households must be fed separately or otherwise managed so as to minimise the likelihood of dispute and aggression.

Construction

15. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
16. The premises shall have its own entrance and must not have shared access (for example communal stairs).
17. There must be adequate space, light, heat and ventilation for the dogs.
18. 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.
19. There must be sufficient space available to be able to keep the dogs separately if required.

Management

Cleanliness

20. All areas to which the dogs have access, including the kitchen, must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
21. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary
22. All bedding areas must be kept clean and dry.
23. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
24. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

Food and water supplies

25. All dogs shall have an adequate supply of suitable food as directed by the client.
26. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
27. Bedding, bowls, grooming materials etc must be cleaned regularly to prevent cross-infection.
28. Eating and drinking vessels must be provided that are capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.

Kitchen facilities

29. Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered containers in the fridge.
30. All bulk supplies of food shall be kept in pest proof containers.

Disease control and vaccination

31. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
32. Proof must be provided that boarded and resident dogs have current vaccinations against canine distemper, infectious canine hepatitis (canine adenovirus), leptospirosis (*I. Canicola* and *I. icterohaemorrhagicae*) and canine parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
33. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon must be followed.
34. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
35. The licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
36. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
37. Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

Isolation and contagious disease outbreak.

38. Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
39. The licensee must inform the licensing authority on the next working day if a dog develops an infectious disease.
40. Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the licensing authority as agreed with their authorised veterinary surgeon.
41. The licensing authority must be informed of any animal death on the premises. The licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

Register

42. A register must be kept of all dogs boarded. The information kept must include the following:
 - Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
43. Such a register is to be available for inspection at all times by an officer of the licensing authority or a veterinary surgeon.
44. The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an authorised officer easy access to such information.
45. If medication is to be administered, this must be recorded.
46. Where records are computerised, a back-up copy must be kept. The register must also be available to key members of any staff at the establishment at all times.

Supervision

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

48. Dogs must be visited at regular intervals as necessary for their health, safety and welfare. Dogs must not be left unattended for longer than three hours at a time and then not on a regular basis.
49. No home where there are children under five years of age will be licensed.

Exercise

50. Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owner's permission.
51. There must be direct access to a suitable outside area. The area/garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
52. The exercise/garden area of the premises, and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
53. Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
54. The Licensing Authority must be informed on the next working day if a dog is lost.

Fire/emergency precautions

55. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
56. A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises.
57. All electrical installations and appliances must be maintained in a safe condition.
58. All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.