



SOUTH DERBYSHIRE DISTRICT COUNCIL

LICENCE CONDITIONS
FOR
CAT BOARDING ESTABLISHMENT

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Adopted: dd/mm/yyyy

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PREFACE

Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. The term 'unit' relates to the individual unit of accommodation for each cat, including bedding and exercise area.

1.00 NUMBER OF CATS PERMITTED

- 1.01 The maximum number of cats to be kept at any one time is (enter number of cats). This relates to the number and size of the units. Each cat must be provided with a separate unit except cats from the same household may share a unit with the written consent of the cat's owners, subject to unit size being adequate.
- 1.02 Holding pens may be provided for temporarily holding a cat for not more than 24 hours. Holding pens, if provided, must comply with conditions as required for main units except for conditions 8.03 and 8.04. Holding pens must be a minimum area of 1.13 sq. m (12 sq. ft) and maximum height of 0.9 m (3 ft).
- 1.03 All cats entering the establishment must wear a collar and tag identifying the name and address of the owner. This collar or tag may be removed from the cat during the period of boarding, whilst the cat is in its individual accommodation.
- 1.04 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
- 1.05 Stray cats must not be boarded without the written approval of the local authority

2.00 GENERAL CONSTRUCTION

- 2.01 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.
- 2.02 All units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (See 4.02 below)
- 2.03 All exterior wood must be properly treated against wood rot, e.g. tanalised. No product to be used that contains any substance toxic to cats.
- 2.04 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections liable to cause injury.
- 2.05 Where galvanised weld mesh is used, the wire diameter must be not less than 1.60 mm (16 gauge weld mesh) excluding any covering and mesh size must not exceed 2.5 cm (1")
- 2.06 Sleeping areas of units must be so insulated as to prevent extremes of temperature.
- 2.07 The construction must be such that security of the cat is ensured.
- 2.08 All areas to which cats have free access must be roofed with impermeable material.

2.09 Adequate construction precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection

3.00 **WALLS**

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

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

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

3.04 It is recommended that full height sneeze and hygiene screens between units are used in all situations. If there is a gap between units of less than 0.65m (2') then a sneeze and hygiene screen **must** be provided to a minimum height of 1.2m (4'). If a shelf is provided, the screen must extend 0.5m above the shelf and at least 150mm beyond the end of the shelf..

4.00 **FLOORS**

4.01 Floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed.

4.02 Floors of all units and related exercise areas must be laid to a minimum fall of 1 in 80 away from the sleeping area, to a covered drainage channel, and must provide sufficient grip for the cat to walk or run without sustaining injury.

4.03 Drainage must not pass towards sides and partitions, so as to avoid possible contamination between units.

5.00 **CEILINGS**

5.01 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleaned.

5.02 All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

6.00 **DOORS**

6.01 Doors must be strong enough to resist impact and scratching and must be close fitting, and capable of being effectively secured.

6.02 Where metal edging are used, the strip metal edges must be adequately chamfered to prevent injury to the cat.

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

7.00 **WINDOWS**

7.01 All windows which pose a security risk must be escape proof at all times. Such windows must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

8.00 **UNIT SIZE, LAYOUT AND EXERCISE FACILITIES**

8.01 Each unit must be provided with a sleeping area of at least 0.85 sq. m (9 sq. ft) for a single cat, or 1.5 sq. m (16 sq. ft) for two cats, or 1.85 sq. m (20 sq. ft) for up to four cats. Only cats from the same household may share a unit. Suitable bedding equipment which allows the cat(s) to be comfortable and which is capable of being easily and adequately cleaned and sterilised must be provided. Such equipment must be sited out of draughts. Bedding material must be maintained in a clean, parasite-free and dry condition.

8.02 The sleeping area must have a minimum height from the floor of 0.9 m (3 ft) in existing, or 1.2 m (4ft) in new build units with a minimum depth of 1.05 m (3½ ft).

8.03 Each unit must be provided with an exercise area of at least 1.7 sq. m (18 sq. ft) for a single cat, 2.23 sq. m (24 sq. ft) for two cats, or 2.80 sq. m (30 sq. ft) for up to four cats,, which is separate from the bedding area and exclusive to that pen. There must be free and easy access for the cat(s) between the bedding and exercise area at all times, except when bedded down for the night. This entire exercise area must be roofed.

8.04 Units must have a minimum height of 1.8 m (6 ft).

8.05 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

8.06 Exercise areas must not be used as bedding areas.

8.07 There must be direct and voluntary access to the exercise area.

9.00 **DRAINAGE**

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

9.02 The interior floor of every unit must be constructed so as to provide a proper fall to a covered drainage channel sited to take floor washings from each unit and discharging to a trapped gully which connects to the foul drainage system, and must comply with 4.02 and 4.03 above.

10.00 **TEMPERATURE IN PENS**

10.01 The bedding area of the unit must be maintained at a temperature no lower than 10°C (50°F) and no higher than 26°C (78.8°F).

10.02 In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat. However, the temperature in the isolation unit must

not be allowed to rise above 26°C (78.8°F) or fall below 15.5°C (60°F) unless notice is given to the contrary by a veterinary surgeon.

10.03 A 'minimum - maximum' thermometer must be provided in each unit block and isolation unit.

11.00 **VENTILATION**

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

12.00 **LIGHTING**

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

12.02 Artificial lighting must be provided in the exercise areas so that all parts of the area are clearly visible if these areas are to be used after daylight hours.

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

13.00 **CLEANLINESS**

13.01 All units, corridors, common areas, kitchens, etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.

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

13.03 All bedding areas must be kept clean and dry.

13.04 Litter trays containing approved material, which are easy to clean and impermeable, must be provided. These must be of an appropriate minimum dimension of 45 x 30 x 7.5 cm (18 x 12 x 3 inches). These must be emptied and cleaned in the morning and changed if necessary at any time during the day if found to be unduly soiled.

13.05 Each unit must be thoroughly cleansed and disinfected upon vacation or every seven days whichever is the shorter. All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.

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

13.07 Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care under the Environmental Protection Act 1990, for the removal of other wastes from the establishment. Foul waste water must be disposed of by discharge to the approved drainage system.

13.08 All vehicles used by the establishment for the transportation of cats must be kept clean. Cats must be transported in cages/baskets or boxes of adequate size and construction (including sneeze barriers to control the spread of infectious diseases), and be provided with adequate ventilation. All vehicles must be secure.

13.09 Measures must be taken to minimise the risks from rodents, insects, and other potential pests upon the premises.

14.00 **FOOD AND WATER SUPPLIES**

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

14.02 Eating and drinking vessels must be secured to prevent spillage and be capable of being easily cleansed and sterilised and must be maintained in a clean condition.

14.03 Eating vessels must be cleansed after each meal.

14.04 Drinking vessels must be cleansed at least once daily.

15.00 **KITCHEN FACILITIES**

15.01 Exclusive facilities must be provided for the storage and preparation of food for the cats.

15.02 Food storage and preparation areas must be hygienically constructed and be kept clean.

15.03 Where fresh and cooked meals are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

15.04 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A wash hand basin with hot and cold water must also be provided for staff use.

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

16.00 **DISEASE CONTROL AND VACCINATION**

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

16.02 A written procedure on how to deal with any animal showing signs of illness or disease should be in place. All relevant staff should be aware of this procedure.

16.03 Cats boarded or resident must be accompanied by an up to date record of vaccination against infectious feline enteritis, feline respiratory disease 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 cat is boarded. 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 manufacturers' instructions.

16.04 Suitable isolation facilities must be provided. The minimum ratios for isolation facilities are as follows:

One isolation facility for every thirty units or part thereof.

16.05 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This distance must be a minimum of 5 m (15 ft). (See section 10 for temperature control information). Isolation facilities must be used where the presence of infectious disease is suspected.

16.06 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided. These must include a disinfected foot dip and the provision of protective personal equipment for use only in the isolation facility. Hands must be washed after leaving the isolation facilities before visiting the other units.

16.07 Measures must be taken to keep establishments free of rodents, insects and other pests, and cats free of external parasites.

16.08 The establishment's veterinary surgeon must be called in case of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

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

17.00 **REGISTER**

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

- date of arrival and unit number
- name of cat, and any identification marks
- 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.

17.02 Records must be kept available for a minimum 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 the staff of the establishment at all times.

18.00 **IDENTIFICATION OF UNITS**

18.01 Each unit must be clearly and permanently numbered, and must carry a notice giving the name of the owner, the name and description of the cat, 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, but must not obscure the primary information.

19.00 **SUPERVISION**

19.01 A fit and proper person aged 18 or over must always be present 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.

20.00 **FIRE PRECAUTIONS**

20.01 Appropriate steps must be taken for the protection of the cats 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.

20.02 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where cats are to be evacuated to in the event of a fire or other emergency.

20.03 Fire fighting equipment must be provided in accordance with any advice given by the Fire Prevention Officer.

20.04 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 units.

20.05 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.

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

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

21.00 **LICENCE DISPLAY**

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

22.00 **COMPLAINTS AND INCIDENTS**

22.01 The licence holder must maintain a log of any incidents occurring at the premises involving a boarding animal, and this log must be kept for a period of one year.

22.02 The Licensing Authority must be advised within 72 hours of any complaint received, and the steps being taken to resolve the situation.

Institution of Environmental Health Officers

MODEL REGISTER OF ANIMALS BOARDED
 (as required under the Animal Boarding Establishments Act 1963)

Register Number	Date Animal Received/ Kennel Number	Breed of animal and name	Description of animal/ colour/age/ marking/ gender	Name, address and phone no. of owner	Contact whilst owner absent, phone no. and address	Name, address and phone no. of animal's vet	Owners' consent for vet attendance whilst boarded (Tick Yes)	Vaccinations record provided (Tick Yes)	Owners' agreement to share (Separate Form) (Tick Yes)	History whilst boarded	Fee paid	Date animal expected /actual	Notes (including health and welfare requirements)	Owners' Signature
1														
2														
3														
4														
5														