



**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**LICENCE CONDITIONS**  
**FOR THE HOME**  
**BOARDING OF CATS**

**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 dogs have access and/or which are used in association with the boarding of cats in the home.

### **1. GENERAL**

- 1.1 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.2 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance, animal boarding insurance and, where necessary, adequate and suitable employees insurance.
- 1.3 Entire males and queens in season must not be boarded with other cats.
- 1.4 Kittens under 6 months of age must not be boarded with any other cats, unless it is their mother.
- 1.5 Whilst upon the licensed premises, boarding cats should not be exposed to temperatures lower than 10°C (50°F) or higher than 26°C (78.8°F), unless notice is given to the contrary by a veterinary surgeon.
- 1.6 Windows should be covered by a mesh or grill whilst open to avoid the boarding cats escaping.
- 1.7 A system should be in place to ensure that no cats are loose in the house when external doors are opened to avoid the boarding cats escaping.

### **2. LICENCE DISPLAY**

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

### **3. NUMBERS OF CATS**

- 3.1 The maximum number of cats to be kept at any one time is **(enter number)**.
- 3.2 Only cats from the same household may be boarded at any one time. Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session.

3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

#### **4. CONSTRUCTION**

4.1 Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs.

4.2 There must be adequate space, light, heat and ventilation for the cats.

4.3 As far as reasonable practicable all areas/rooms within the home to which boarded cats have access, must have no physical or chemical hazards that may cause injury to the cats.

4.4 There must be sufficient space available to be able to keep the cats separately if required.

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

#### **5. MANAGEMENT**

##### **5.1 TRAINING**

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

5.1.2 The licence holder must obtain a recognised cat first aid certificate in order to hold a licence, and this must be renewed every three years.

##### **5.2 CLEANLINESS**

5.2.1 All areas to which the cats have access, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.

5.2.2 Suitably sited litter trays, which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

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

- 5.2.4 All bedding areas must be kept clean and dry.
- 5.2.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste shall comply with current waste regulations.
- 5.2.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

### **5.3 FOOD AND WATER SUPPLIES**

- 5.3.1 All cats shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 5.3.3 Clients must be encouraged to provide each cat with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned after each meal and each cat must be provided with its own bowl.

### **5.4 KITCHEN FACILITIES**

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge, save in the case of open tins where a purpose made tin lid may be used.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.
- 5.4.3 Where the cat owner has requested specific food for their cat; the name of the cat shall be written on the packaging to avoid mis-identification.

### **5.5 DISEASE CONTROL AND VACCINATION**

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 5.5.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first

date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.

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

## **5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.**

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

## **5.7 REGISTER**

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

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

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

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

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

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

## **5.8 SUPERVISION**

5.8.1 A fit and proper person (over the age of 16) with relevant experience must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises. This person must not have any convictions or formal cautions for any animal welfare related offence, a basic DBS criminal records certificate will be required every three years.

5.8.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left longer than 3 hours and then not on a regular basis. For the avoidance of doubt this condition does not override condition 5.8.1.

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

## **5.9 EXERCISE**

5.9.1 Cats must not be allowed outside unless they are on leads, or with the owner's written permission. It is considered best practice not to permit cats outside.

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

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

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

## **5.10 FIRE / EMERGENCY PRECAUTIONS**

- 5.10.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the cats in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for cats to ensure that they can be easily evacuated in the event of a fire at night, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan-including details of where cats are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of cats in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have one operational smoke detector located in each room used for the accommodation of the cats, in addition to an operational smoke detector being located at the top and bottom of the stairs.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No cat must be left in a room with loose or trailing cables or wires.
- 5.10.7 All heating appliances must free of risk of fire, as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.8 A relative, friend or neighbour within 15 minutes travelling time must have a spare set of keys and access to the premises in the case of emergency. The contact details of this person must be made available to the Licensing Authority.

## **5.10 COMPLAINTS AND INCIDENT LOGS**

- 5.11.1 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.
- 5.11.2 The Licensing Authority must be advised within 72 hours of any complaint received, and the steps being taken to resolve the situation.