

TITLE	Home Boarding of Dogs – Additional Considerations
FOR CONSIDERATION BY	Licensing and Appeals Committee on 3 September 2012
WARD	None Specific
STRATEGIC DIRECTOR	Mark Moon – Neighbourhood Services
LEAD MEMBER	Pauline Jorgenson – Executive Member for Internal Services

OUTCOME / BENEFITS TO THE COMMUNITY

Members of the Licensing and Appeals Committee are asked to consider and review the representations made in the light of their original resolution regarding home boarding licensing.

RECOMMENDATION

Members are asked to agree

1. Fee structure as previously agreed in July 2011 to remain, however with addition of 1 and 2 dog fee added to the 3-6 capacity if point 2 below agreed.
2. All home boarders should be licensed regardless of numbers of dogs.
3. Implementation date 1st April 2013 (fee to be pro-rata).

SUMMARY OF REPORT

The purpose of the report is to ask the Licensing and Appeals Committee to review its resolution regarding the Home Boarding of dogs made in July 2011 to include situations where any dogs are boarded and agree to keep the fee structure as agreed at that meeting with the addition as detailed in recommendation 1 above.

Background

At the Licensing and Appeals Committee meeting of 4 July 2011 members considered a report regarding adopting a set of Licensing Conditions for the Home Boarding of Dogs, together with an operative date for these to be applied and a fee schedule for the activities. Members made the following resolution:

- '1) agree the various recommendations as set out in Appendix 1 to the report subject to the amendments agreed by members; **(attached to this report as Appendix One)**
- 2) agree to apply the licence conditions with effect from 1 April 2012;
- 3) adopt the fee schedule as set out in Appendix 2 to the report **(attached to this report as Appendix Two)**; and
- 4) agree that licensing only be required when more than two dogs are boarded at the same time.'

Application forms were sent out to known Home Boarders at the beginning of 2012 and we then received representations on two points regarding the original Members resolution:

- 1. The proposed fee structure
- 2. The non requirement of boarders having less than 2 dogs to be licensed

Representations:

- 1. Representation was made that fees for Home Boarders were disproportionate in relation to the existing fees for Animal Boarding establishments – due to the lower capacity groupings for home boarders – in some instances equating roughly in 'worst case scenarios' to £5 per animal for Animal Boarding as against £50 per dog home boarding. At the original Committee meeting it was agreed that the fee structure proposed would be used after discussion that we had no experience of licensing home boarders at present and that this was a first attempt at producing a fee schedule. The Committee further agreed that the fee schedule should be reviewed at a later date after some experience of undertaking the inspections therefore this review will be started after the implementation date of this scheme.
- 2. With regard to the non requirement to licence boarders only having 2 dogs – it was brought to our attention that there are a lot of Franchise Businesses who act as a point of contact who effectively take a booking for the dogs and then match them up to boarders who they have on their list as sub contract boarders but who do not take more than 2 dogs – this effectively means that there is potentially a huge unregulated boarding service with no checks carried out of animal welfare. Consequently it is felt that all boarders of dogs should be licensed. All establishments under the Franchisee would require a licence in their own right.

Analysis of Issues

Review of Home Boarding conditions following representations.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	There would be an increase in income received-quantity unknown as number of home boarders unknown	Yes	Revenue
Next Financial Year (Year 2)	There would be an increase in income received-quantity unknown as number of home boarders unknown	Yes	Revenue
Following Financial Year (Year 3)	There would be an increase in income received-quantity unknown as number of home boarders unknown	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

There would be an increase in revenue by including all boarders as in the recommendation in this report.

Cross-Council Implications (how does this decision impact on other Council services and priorities?)

There are no implications arising from the recommendation in this report.

Reasons for considering the report in Part 2

Not Applicable

List of Background Papers

Animal Boarding Establishments Act 1963
Licensing and Appeals Committee Report 4 July 2011
Emails raising representations to Members Resolution of July 2011

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Date 20 August 2012	Version No. 1

Appendix 1

Animal Boarding Establishments Act 1963 **Licence Conditions for Home Boarding (Dogs)**

1 General

1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the home boarding of dogs.

1.2 In these conditions Home Boarding relates to the keeping of dogs in your home from another household for any period as a business. This period may be overnight, or for the whole or part of the day even if not overnight. Home Boarding is sometimes known as Petsitting.

1.3 Planning permission may not be required for the home boarding of animals on the scale proposed, however you should check with the Development Management service of Wokingham Borough Council to confirm the situation with your particular premises. Planning permission will be considered for each case on its merits. Contrary to popular belief it is not the case that permission is only needed for more than six dogs.

1.4 The Licensee must ensure that the activity and establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

1.5 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.

1.6 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.

1.7 Entire males and entire bitches must not be boarded in the same premises at the same time. Puppies under 6 months of age may only be boarded with other dogs including resident dogs with the written permission of the owner of the puppy.

2 Training

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

(Informative only - There are a number of courses that are relevant to pet sitting such as the distance learning courses organised by the Animal Care College, and City and Guilds or NVQ)

The Animal Boarding Establishments Act sets out the issues that must be taken into account when considering licences under this legislation. These form the basis for the conditions below.

- A** ***(a)that animals will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;***

3 CONSTRUCTION

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

3.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.

3.3 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.

3.4 There must be sufficient space available to be able to keep the dogs separately if required.

3.5 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

4 NUMBERS OF ANIMALS

4.1 The maximum number of dogs to be kept at any one time will be determined by the Licensing Authority following consultation with the licensee/applicant and following veterinary advice, and included in the licence for the premises.

4.2 That the specific written consent of each dog owner showing confirmation that they are content for their dogs to be boarded with dogs from other households, and cats as appropriate, be obtained prior to boarding.

4.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

4.4 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.

5 Exercise Facilities

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

5.2 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 locked except during access.

5.3 Dogs must wear a collar and identity tag during their time in boarding, however with the written consent of the owner this may be removed when the dog is in the boarders premises. The identity tag must display the name, address and telephone number of the boarding premises.

(Informative - The wearing of a collar when dogs are on the highway or in a place of public resort is a legal requirement (Control of Dogs Order 1992)).

5.4 The Wokingham Borough Animal Warden must be informed as soon as possible if a dog is lost. (0118 974 6000)

6 Temperature, Lighting and Ventilation

6.1 There must be adequate space, light, heat, comfort and ventilation for the dogs.

7 Cleanliness

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

7.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

7.3 All bedding areas must be kept clean and dry.

7.4 Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases.

7.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

B (b)that animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and (so far as necessary) visited at suitable intervals;

8 Food and Water Supplies

8.1 All dogs shall have an adequate supply of suitable food as directed by the client.

8.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and drinking vessels cleaned daily. The water must be changed at least twice a day.

8.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

8.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own food bowl.

9 Kitchen Facilities

9.1 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. All bulk supplies of food must be kept in vermin-proof containers.

10 Exercise

10.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owner's written permission. No more than four dogs shall be under the control of a single person in a public place at one time.

- C** ***(c) that all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities;***

11 Disease Control and Vaccination

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

11.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*), kennel cough 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.

11.3 Subject to boarders and the owners of all boarded dogs agreement, non-vaccinated dogs can be boarded provided written agreement to that effect is reached with all owners prior to booking.

11.4 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

11.5 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site, this must be separate from any human first aid provision. Medicines should be secure from the possibility of dogs accessing them accidentally

11.6 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.

11.7 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.

11.8 The premises shall be treated for fleas and parasites with a veterinary recommended product when an infestation is identified.

11.9 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

12 Isolation and Contagious Disease Outbreak

12.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure separation of any sick animal by complete physical means to facilitate 'barrier nursing'.

12.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.

12.3 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.

12.4 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 veterinary surgeons premises until the owners return.

D ***(d)that appropriate steps will be taken for the protection of the animals in case of fire or other emergency;***

13 Fire/Emergency Precautions

13.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

13.2 The occupier of the property must be aware of the location of the dogs in the property at all times.

13.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

13.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. These must be in writing when there are employees working at the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.

13.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top and bottom of the staircase, or other appropriate location. In addition a suitable extinguisher and fire blanket must be provided in the premises.

13.6 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.

13.7 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.

13.8 Emergency arrangements must be notified to owners prior to booking in order that the owner may make an informed decision about risk to their dogs.

13.9. The RSPCA recommends that any premises where boarded dogs are present should not be left unattended for more than three hours..

- E (e)that a register be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an officer of the local authority, veterinary surgeon or veterinary practitioner authorised under section 2(1) of this Act;***

14 Register

14.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog, any identification system such as microchip number, tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Anticipated and actual date of departure
- Name, address and telephone number of dog's veterinary surgeon
- Proof of current vaccinations, medical history and requirements
- Record of allergies
- Permission to seek veterinary treatment
- Details of any medication administered
- Health, welfare, nutrition and exercise requirements
- Permission to be boarded with dogs from other households
- Agreement for non-vaccinated dogs to be boarded
- Permission for dog to be let off the lead when exercising

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

14.3 The register must be retained and 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.

14.4 Where records are computer based a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

15 Other Issues

There is, as always, a requirement to comply with other legislation.

Examples of this would be:

- Health and Safety, especially if you employ people to work for you
- Environmental Protection legislation, which covers issues such as nuisance, noise and smell
- Planning legislation
- Animal Welfare Act 2005
- Dogs (fouling of land) Act 1996
- Control of Dogs Order 1992
- Dogs Act 1871
- Dangerous Dogs Act 1991)

There is an over-riding requirement to meet the five Welfare Needs as required by the Animal Welfare Act 2006 which imposes a legal duty of care.

- For a suitable environment (place to live)
- For a suitable diet
- To exhibit normal behaviour patterns
- To be housed with, or apart from, other animals (if applicable)
- To be protected from pain, injury, suffering and disease)

END

Appendix Two

Animal Boarding	Capacity	2011/2012
Grant	3-6	124.00
Renewal		104.00
Grant	7-10	200.00
Renewal		150.00
Grant	11-50	320.00
Renewal		185.00