

# Gloucester City Council



## DRAFT ANIMAL WELFARE LICENSING POLICY



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## **1. Introduction**

Gloucester City Council (“the Council”) are responsible for licensing a number of activities relating to the welfare of animals under a number of different Acts of Parliament. This legislation is aimed at protecting animals and makes it an offence for any person to possess, own or keep animals in order to carry out certain businesses, or have possession of certain animals within the City of Gloucester without first being licensed by the Council.

## **2. Licences issued by the Council**

- Animal boarding establishment licences
- Horse riding establishment licences
- Pet shop licences
- Dangerous wild animal licences
- Dog breeding establishment licences
- Zoo licences

## **3 The Legislation**

The above licences are regulated by the Council under the following Acts:

- Animal Boarding Establishments Act 1963
- Pet Animals Act 1951 and Pet Animals Act 1951 (Amendment) Act 1983
- Riding Establishments Act 1964 and 1970
- Dangerous Wild Animals Act 1976
- Breeding of Dogs Act 1973 and 1991
- Breeding and Sale of Dogs (Welfare) Act 1999
- Zoo Licensing Act 1981

These Acts are referred to in this policy as the “primary licensing Acts.”

It should also be noted that the Performing of Animals (Regulation) Act 1925 is the responsibility of Gloucestershire County Council who maintain a register of animals involved in performances. Queries about animal performances should therefore be directed to them.

## **4. Animal Welfare Act 2006**

The Animal Welfare Act 2006 (“the Act”) consolidated and updated a range of previous legislation to promote the welfare of animals. This Act is the primary piece of legislation controlling animal welfare in England and Wales and established set welfare standards that must be maintained by all people who are responsible for an animal. The Act also places responsibilities on to numerous enforcement agencies.

The Act introduces a 'duty of care' on any person that is responsible for an animal to ensure that the needs of that animal are met. A person does not have to be the owner of the animal for the 'duty of care' to apply.

The Act creates an offence of failing to provide for the needs of an animal in a persons care and increases the penalties for animal abuse allowing the courts to disqualify a person from being in charge of animals. Any person disqualified under the Act will also be disqualified from holding a licence under any of the primary licensing Acts.

The Act permits the Department for the Environment, Food and Rural Affairs (DEFRA) to pass regulations that may repeal or amend any of the primary licensing Acts or create new forms of licences.

## **5. Licensing Considerations**

The primary licensing Acts set out individual application requirements and standards that the Council must be satisfied of before it can grant a licence. Each of those primary licensing Acts permits the Council to impose conditions on each licence it grants.

The purpose of requiring a licence is primarily to ensure the welfare of the animals. When considering applications and in undertaking enforcement duties the Council will have regard to its own Animal Licensing Objectives set out in this Policy.

## **6. The Council's Animal Licensing Objectives**

When carrying out its functions under the primary licensing Acts the Council will seek to promote the following objectives:

- Animal Welfare (the five needs)
- Public safety
- Integration with other relevant strategies and legal requirements
- Positive relations with licence holders and proportionate regulation

## **7. Animal Welfare (The Five Needs)**

Section 9 of the Animal Welfare Act 2006 creates five overarching principles of animal welfare. The Act refers to these as the 'five needs' of all animals. It is the duty of any person responsible for an animal to ensure that each of these five needs are met.

The 'five needs' are:

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

## **8. Public safety**

In addition to the danger to the welfare of animals by unlicensed or irresponsible animal owners there is also a danger that may arise to members of the public. For instance the effect of diseases affecting animals, or harmful bacteria stemming from poor hygiene could spread and affect other members of the public and their animals. Additionally licence holders that permit members of the public onto their premises have a duty to ensure that they do not put them at risk of illness or injury.

## **9. Integration with other relevant strategies and legal requirements**

### **9.1 Giving Animals as Prizes**

The Animal Welfare Act 2006 made it an offence for any animal to be sold or given as a prize to anyone under the age of 16 years. It is also Council Policy that the conditions for hiring or letting any of the Councils facilities, premises or land, shall include a clause specifically banning the provision of live animals, including fish, as prizes. The Council encourages other private premises or landowners to follow its lead.

## **10. Positive relations with licence holders and proportionate regulation**

By developing this policy, the Council have taken a positive step in the control and regulation of activities requiring a licence under the primary licensing Acts.

The Council will carry out its regulatory activities in a fair, consistent, transparent and proportionate way based upon actual evidence or risk assessments justifying any action to be taken. This will be in accordance to the Council's other applicable policies on enforcement, complaints and prosecutions that may be adopted and maintained by the Council at any time through the life of this policy.

## **11. Applying for Licences**

Each licence type has its own application process and requirements that the Council need to take into consideration before granting a licence. Details on how to apply for a licence are contained in the relevant appendices attached to this policy. (Appendix 1- Appendix 6)

## **12. Granting or Refusing a Licence**

Each of the primary licensing Acts states clearly the criteria which the Council must be satisfied of before any licence is granted. Where the relevant Licensing and Enforcement Officer is not satisfied that the relevant legal requirements are met, or where an Environmental Health Officer of the Council or Veterinary Surgeon has raised concerns that the legal requirements or standards are not met or unlikely to be met, the applicant for the licence will be notified.

The applicant will have the opportunity to address these matters in the hope of satisfying the relevant criteria.

If the relevant Licensing and Enforcement Officer of the Council feels that the application should be refused they will notify the applicant in writing. The appeal procedures applicable to each application varies and applicants will be advised of their rights when notified of such refusal.

### **13. Conditions**

Each of the primary licensing Acts allows the Council to attach conditions to the licences it grants.

Within the relevant appendix for each licence type are standard or model conditions which will ordinarily be imposed on that licence type. These conditions are based on the relevant national standards devised by various bodies such as the Chartered Institute of Environmental Health. However these conditions may be varied or added to by the Council to suit the individual merits of an application.

### **14. Appendices**

The Appendices (Appendix 1- 6) to this policy outline the application requirements for each licence type and the standard or model conditions normally applicable. However, the details are included as a guide for applicants and nothing in this policy or its Appendices will override the content of the actual legislation.

## **Appendix 1 – Pet Shop Licence**

Under the Pet Animals Act 1951 (as amended), a licence is required where any person keeps animals at a premises for the purpose of being sold as pets. A licence is required even if the premises are not open to members of the public.

The Pet Animals Act 1951 (as amended) forbids the sale of animals as pets in any part of a street or public place or at a stall or barrow in a market.

The Pet Animals Act 1951 (as amended) exempts persons who sell the offspring of an animal they own as a pet from requiring a licence as well as those who breed from a pedigree animal kept by them. However, these exemptions are strict and with certain conditions. The onus is on any person who believes they are exempt from holding a licence to check this with the Council's Licensing team.

### **Applying for a New Pet Shop Licence**

An application for a Pet Shop licence must be made to the Council on its application form. The application form is available from the Council's reception and its website. Alternatively an application may be made through the Government's electronic application portal or requested from the Licensing team.

In addition to submitting the application form and the appropriate fee the Council may instruct a veterinary surgeon to inspect the premises on the Council's behalf. The cost of this will also be met by the applicant.

An Environmental Health Officer and Licensing and Enforcement Officer of the Council may also visit the premises, either together, separately or with the Vet to assess the arrangements in place, the suitability of the premises and the individual licence holder.

### **Consideration of Pet Shop Licence Applications**

Before granting a licence the Council must be satisfied:

- That the animals are kept in accommodation that is suitable as respects size, temperature, lighting, ventilation and cleanliness;
- That animals are adequately supplied with appropriate food and drink and (so far as necessary) visited at suitable intervals;
- That animals, being mammals, will not be sold while they are still being weaned
- That all reasonable precautions will be taken to prevent the spread among animals of infectious diseases;
- That appropriate steps will be taken in case of fire or other emergency.

## **Granting a Licence**

If the Council are satisfied that the requirements of the Pet Animals Act 1951 (as amended) are met, and there are no other concerns about the welfare of animals or the objectives of this policy being undermined, the licence will be granted.

The Council may attach any condition to the licence that it feels necessary and expedient for securing the objectives above.

## **Duration of a Licence**

Any licence granted will expire on December 31 of the year in which it is granted. The applicant may however request that the licence starts in the subsequent year in which case it will expire at the end of that year.

## **Renewals**

The renewal process of a pet shop licence will usually require an inspection by officers of the Council each year.

## **Inspections and enforcement**

Officers of the Council may inspect the licensed premises at all reasonable times. If the Council have any concerns about the welfare of the animals kept under the licence it may be that the Council instructs a vet to ascertain if the measures in place are acceptable.

If a licence holder is not complying with their licence conditions the Council may take appropriate enforcement action. This may be to advise them that they no longer meet the licensing requirements and must cease the licensable activity or to prosecute them. The Council has the power to prosecute under the Pet Animals Act 1951 (as amended)



# Standard Conditions Applicable to Licences for Pet Shops

## Schedule A – General conditions

### 1. Licence Display

#### 1.1 Condition

The licence or a copy of the licence must be suitably displayed to the public in a prominent position

#### **Guidance**

*For security reasons, the licence should not display the licence holder's home address.*

### 2. Accommodation

#### 2.1 Condition

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 repair.

#### **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. It is important to avoid draughts.*

#### 2.2 Condition

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

#### **Guidance**

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

#### 2.3 Condition

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.*

**2.4 Condition**

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.*

**2.5 Condition**

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 maybe required, such as limiting access to some sides of animal enclosures. Care should be taken to avoid sensory contact between prey and predator species.*

**2.6 Condition**

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

**Guidance**

*This should help to ensure that the cage is kept clean and hygienic and animals can be easily observed for illness or injury*

**2.7 Condition**

Accommodation must be cleaned as often as necessary to maintain good hygiene standards.

**Guidance**

*To maintain a clean environment, a cleaning Standard Operating Procedure (SOP) should be provided and should detail the routine daily cleaning regime and the procedure for cleaning between periods of occupation. Soiled bedding should be removed frequently to ensure animals do not have to lie in it.*

## **2.8 Condition**

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.*

## **2.9 Condition**

All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

### **Guidance**

*To stimulate the performance of natural behaviours.*

## **3. Exercise Facilities**

### **3.1 Condition**

Suitable and sufficient facilities must be available where appropriate.

### **Guidance**

*Animals must be able to exhibit normal behaviour patterns and this may require the provision of suitable space for exercise.*

## **4. Register of Animals**

### **4.1 Condition**

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

### **Guidance**

*This can be by cross referenced to an invoice file. The purpose of the register is to ascertain the source of the animals.*

### **4.2 Condition:**

A sales register must be maintained for:

#### **4.2.1 Dogs**

#### **4.2.2 Cats**

#### **4.2.3 Psittacines (Parrots)**

#### **4.2.4 Species contained in the Schedule to the Dangerous Wild Animals Act 1976**

**Guidance**

*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.*

**4.3 Condition**

Animals under veterinary treatment must be identifiable.

**5. Stocking Numbers and Densities****5.1 Condition**

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.

**5.2 Condition**

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

**Guidance**

*Details can be found in the relevant schedules.*

**6. Health Disease and Acclimatisation****6.1 Condition**

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 should be sought in any case of doubt. Transport and the introduction to a novel environment are stressful and animals should 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.*

## **6.2 Condition**

Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.

### **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.*

## **6.3 Condition**

Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be 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.*

## **6.4 Condition**

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.*

## **6.5 Condition**

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 (see 2.6) 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.*

## **6.6 Condition**

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.*

## **7. Food and Drink**

### **7.1 Condition**

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.*

### **7.2 Condition**

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.*

## **8. Food Storage**

### **8.1 Condition**

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.*

### **8.2 Condition**

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.*

**9. Observation****9.1 Condition**

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.*

**10. Disposal of Waste****10.1 Condition**

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.*

**11. Transportation to the Premises****11.1 Condition**

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

**11.2 Condition**

Any animals received or consigned shall be transported according to the regulations laid down in current legislation.

**11.3 Condition**

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.*

**12. Sale of Animals****12.1 Condition**

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.*

**12.2 Condition**

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

**13. Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976****13.1 Condition**

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.*

**13.2 Condition**

The local authority must be notified in the event that the 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/Scottish Government.*



## **14. Pet care advice, staff training and knowledge**

### **Condition**

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.*

### **14.1 Condition**

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.*

### **14.2 Condition**

Appropriate reference materials on the care of each species must always be available for use by staff.

### **Guidance**

*Further advice can be obtained from the organisations listed in the 'Useful Contacts' section at the back of this document.*

### **14.3 Condition**

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.

### **14.4 Condition**

The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.

**Guidance**

*Further advice, guidance and training can be obtained from the organisations listed in the Useful Contacts section.*

**15. Fire and other emergency precautions****15.1 Condition**

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.

**15.2 Condition**

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.*

**15.3 Condition**

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.*

**15.4 Condition**

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 would, in normal conditions, be interpreted as no more than 20 minutes travelling time.*

**15.5 Condition**

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

**Guidance**

*For contact in cases of emergency.*

**15.6 Condition**

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.*

**15.7 Condition**

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*

**15.8 Condition**

All electrical installations and appliances must be maintained in a safe condition.

**Guidance**

*For health and safety of staff and animals.*

**15.9 Condition**

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

**Guidance**

*Some species are very sensitive to temperature fluctuation.*

## **Schedule B – Dogs**

### **1. Condition**

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. Condition**

The minimum kennel size must be:

**2.1** For a batch of small breed puppies – max 6 pups – 1.5m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise.

**2.2** For a batch of medium breed puppies – max 4 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise.

**2.3** For a batch of large breed puppies – max 2 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> 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 use by different batches of puppies.*

### **3. Condition**

Suitable and sufficient exercise facilities must be available and accessible where appropriate.

#### **4. Condition**

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. Condition**

General bedding must include an adequate amount of absorbent material.

##### **Guidance**

*The use of enough absorbent material allows urine and faeces to be contained and reduce contamination of the puppies.*

#### **6. Condition**

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. Condition**

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. Condition**

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

##### **Guidance**

*The diet should be appropriate for puppies.*

#### **9. Condition**

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. Condition**

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. Condition**

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.

### **Guidance**

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

## **12. Condition**

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. Condition**

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. Condition**

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

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. Condition**

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. Condition**

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. Condition**

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

### **Guidance**

*The diet should be appropriate for kittens.*

## **7. Condition**

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. Condition**

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. Condition**

There must be environmental enrichment in all 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. Condition**

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 mis-sexing and unwanted litters.*

### **2. Condition**

The minimum enclosure size must be: 0.4m<sup>2</sup> for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m<sup>2</sup> 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. Condition**

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. Condition**

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. Condition**

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. Condition**

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. Condition**

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. Condition**

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 manufacturers instructions, but should not be fed ad-lib.*

**9. Condition**

Animals must be provided with an appropriate diet and 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. Condition**

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. Condition**

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. Condition**

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. Condition**

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. Condition**

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 overheating.*

## **6. Condition**

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. Condition**

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. Condition**

All rodents must be fully weaned on admission.

## **Schedule F – Ferrets**

### **1. Condition**

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. Condition**

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. Condition**

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. Condition**

Batches of ferrets must not be mixed.

#### **Guidance**

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

### **5. Condition**

The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m<sup>2</sup>, 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 0.25m<sup>2</sup> 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. Condition**

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. Condition**

Ferrets must have suitable bedding.

**Guidance**

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

**8. Condition**

Extreme temperatures must be avoided.

**Guidance**

*Temperatures should not normally go below 120C or exceed 260C. Ferrets tolerate cold better than heat. Provide plenty of warm bedding for when it is cold. Be aware heat prostration is likely at 32°C.*

**9. Condition**

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. Condition**

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. Condition**

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.

#### **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. Condition**

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. Condition**

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

#### **Guidance**

*Birds are more sensitive to high temperatures.*

### **4. Condition**

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.

#### **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. Condition**

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

#### **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. Condition**

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

### **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. Condition**

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

### **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.*



## Schedule H – Reptiles and Amphibians

### 1. Condition

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. Condition

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 overall 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. Condition

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. Condition

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. Condition**

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. Condition**

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. Condition**

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 *Uromastix* 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. Condition**

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. Condition**

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.*

## **Appendix 2 - Animal Boarding Establishment Licence**

Any person who wishes to carry on the business of providing accommodation for other people's dogs and cats must obtain a licence from the Council under the Animal Boarding Establishments Act 1963. This Act applies equally to commercial premises such as Cattery's or Kennels as to residential dwellings.

### **Applying for a New Animal Boarding Establishment Licence**

An application for a licence must be made to the Council on its application form. The application form is available from the Council's reception and its website. Alternatively an application may be made through the Governments electronic application portal or requested from the Licensing team.

In addition to submitting the application form and the appropriate fee the council may instruct a veterinary surgeon to inspect the premises on the Council's behalf. The cost of this will also be met by the applicant.

An Environmental Health Officer and Licensing and Enforcement Officer of the Council may also visit the premises, either together, separately or with the vet to assess the arrangements in place, the suitability of the premises and the individual licence holder.

### **Consideration of Animal Boarding Establishments**

Before granting a licence the Council must be satisfied:

- That the animals will be kept in suitable accommodation at all times. Suitable accommodation takes into account the construction and size of the accommodation, the number of animals to be housed in it, facilities for exercising the animals, cleanliness and temperature, lighting and ventilation provisions.
- That suitable food, drink and bedding materials will be provided and that the animals are exercised and visited regularly.
- That all reasonable precautions will be taken to prevent and control the spread of disease among the animals and that isolation facilities are in place.
- That adequate protection is provided to the animals in the case of fire and other emergencies.
- That a register is kept. The register should contain a description of all animals received, their arrival and departure date and the name and address of the owner. The register should be available to be inspected at any time by a local authority officer, veterinary surgeon or practitioner.

If the Council are satisfied that the requirements of the Animal Boarding Establishments Act 1963 are met, and there are no other concerns about the welfare of animals or the objectives of this policy being undermined, the licence will be granted.

The Council may attach any condition to the licence that it feels are necessary and expedient for securing the objectives above.

### **Duration of a Licence**

Any licence granted will expire on December 31 of the year in which it is granted. The applicant may however request that the licence starts in the subsequent year in which case it will expire at the end of that year.

### **Renewals**

The renewal process of a licence will usually require an inspection by officers of the Council each year.

### **Inspections and enforcement**

Officers of the Council may inspect the licensed premises at all reasonable times. If the Council have any concerns about the welfare of the animals kept under this licence it may be that the Council instructs a vet to ascertain if the measures in place are acceptable.

If a licence holder is not complying with their licence conditions the Council may take appropriate enforcement action. This may be to advise them that they no longer meet the licensing requirements and must cease the licensable activity or to prosecute them. The Council has the power to prosecute under the Animal Boarding Establishments Act 1963.

## **Standard Conditions relating to Dog Boarding Establishments**

### **1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.
- 1.2 Use of the term 'kennel' refers to combined sleeping and individual exercise areas.

### **2 LICENCE DISPLAY**

- 2.1 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.

### **3 CONSTRUCTION**

#### **3.1 General**

- 3.1.1 The establishment must, at all times, be constructed and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by all the relevant regulatory teams of the Council eg: Licensing, Planning, Building Control.
- 3.1.2 Where wood has been used in existing construction it must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, or doors in the dog kennelling area. Wooden door frames are permitted if the wood is smooth and properly treated (i.e. in accordance with manufacturers' instructions) with impervious material. There must be no projections liable to cause injury.
- 3.1.3 Fencing material must be secure and safe.
- 3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.5 The construction of the kennels must be such that the security of the dog is ensured, both in terms of prevention of escape and in terms of safety and wellbeing.
- 3.1.6 All exterior wood must be properly treated (i.e. in accordance with manufacturers' instructions) against wood rot e.g. tanalised. Only products which are not toxic to dogs may be used.

3.1.7 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 or rough edges liable to cause injury.

## **3.2 Walls and Partitions**

3.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed in accordance with manufacturers' instructions.

3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. If impractical in existing premises, all joints must be sealed.

3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).

## **3.3 Floors**

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

3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

3.3.3 Floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2. Grassed communal areas must have a hard-standing area around the inside perimeter that can be easily cleaned and disinfected.

## **3.4 Ceilings**

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

## **3.5 Doors**

3.5.1 Kennel doors must be strong enough to resist impact and scratching from dogs and must be fitted to be capable of being effectively secured.

3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14 gauge) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.



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

### **3.6 Windows**

3.6.1 All windows which pose a security risk must be escape proof at all times, for example windows that can be opened and are accessible to dogs must be suitably protected to prevent escape.

### **3.7 Drainage**

3.7.1 The establishment must be connected to mains drainage or a Council approved, localised sewage disposal system.

### **3.8 Lighting**

3.8.1 During daylight hours adequate light must be provided to exercise and sleeping areas to ensure the welfare of the dog. Where practicable, this must be natural light, however, a combination of natural and artificial light is acceptable.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

### **3.9 Ventilation**

3.9.1 Ventilation must be provided to all interior areas without the creation of localised draughts in the bedding area.

### **3.10 Maintenance**

3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

## **4 NUMBERS OF ANIMALS**

### **4.1 Number of Dogs Permitted**

4.1.1 The maximum number of dogs to be kept at any one time is \_\_\_\_\_. *(This will be determined by the Council based on the individual establishment.)*

4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions

as required for main kennels. Holding kennels must be a minimum area of 2.3 sq.m. (25 sq.ft.).

- 4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the Council. 4.1.5 Where stray dogs are accepted by kennels they must be kept in a separate area away from boarded dogs.

## **4.2 Kennel size, Layout and Exercise Facilities**

- 4.2.1 Each kennel must be provided with a sleeping area of at least 1.9 sq.m. (20 sq.ft.).
- 4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
- 4.2.3 Each kennel must be provided with an exercise area of at least 2.46 sq.m. (26 sq.ft.) for dogs up to 24 inches high at the shoulder or 36 sq.ft. for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
- 4.2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 4.2.6 Exercise areas must not be used as bedding areas.

## **5 MANAGEMENT**

### **5.1 Training**

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

### **5.2 Temperature in Kennels**

- 5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog (where specified by the dog's owner).
- 5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10 deg C (50 deg F).
- 5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant on veterinary advice.

### **5.3 Cleanliness**

- 5.3.1 All kennels, 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 dog comfort.
- 5.3.2 Each occupied 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.
- 5.3.3 All bedding areas must be kept clean and dry.
- 5.3.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.5 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 dogs with infectious diseases. The final disposal route for all clinical waste must be incineration. If incineration is to be provided onsite, all necessary steps must be taken to prevent any associated nuisance.
- 5.3.6 Measures must be taken to minimise the risks to the dogs' health from rodents, insects and other pests within the establishment.

### **5.4 Food and Water Supplies**

- 5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 5.4.2 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.
- 5.4.3 Eating vessels must be cleansed after each meal.
- 5.4.4 Drinking vessels must be cleansed at least once a day.

### **5.5 Kitchen Facilities**

- 5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

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

5.5.4 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.

## **5.6 Disease Control and Vaccination**

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

5.6.2 Proof must be provided by the dog's owner that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in cases 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.

5.6.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.

5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, for example a 'dog grasper', must be kept on site.

## **5.7 Isolation**

5.7.1 Isolation facilities must be provided.

5.7.2 In all licensed facilities, these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft).

5.7.3 Adequate precautions to prevent the spread of infectious disease between the isolation and other kennels must be undertaken, for example separate equipment for use in the isolation area.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

## **5.8 Register**

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

- a) date of arrival;
- b) name of dog;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of dog;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of dog's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) health, welfare and nutrition requirements.

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

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

## **5.9 Identification of Kennels**

5.9.1 Each kennel must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog in that kennel is readily available.

## **5.10 Supervision**

5.10.1 Except in exceptional circumstances, a fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

## **5.11 Fire Precautions**

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to, where practicable without endangering human life, in the event of a fire or other emergency.

- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to the dogs.
- 5.11.6 Precautions must be taken to prevent any accumulation of materials which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

## **Standard Conditions relating to Cat Boarding Establishments**

### **1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Use of the term 'unit' relates to combined sleeping and individual exercise areas.

### **2 LICENCE DISPLAY**

- 2.1 A copy of the licence and its conditions must be displayed to the public in a prominent position in, on or about the boarding establishment.

### **3 CONSTRUCTION**

#### **3.1 General**

- 3.1.1 The establishment must, at all times, be constructed and operated in accordance with an approved plan, to be attached to the licence. The plan must include a floor plan of the cattery showing the position of all pens, entrances to and exits from the cattery, and any emergency exits. Before carrying out any alterations, plans must be submitted to and approved by all the relevant regulatory teams of the Council eg: Licensing, Planning, Building Control.
- 3.1.2 All units must be built on concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (see 3.3.2)
- 3.1.3 All exterior wood must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) against wood rot. There must be no projections or rough edges liable to caused injury. Only products which are not toxic to cats may be used.
- 3.1.4 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 or rough edges liable to cause injury.
- 3.1.5 Sleeping areas of units must be constructed so as to prevent extremes of Temperature using appropriate insulating materials and providing a means of ventilation appropriate to prevailing weather and temperature during the different seasons of the year.
- 3.1.6 Fencing material must be secure and safe. Dividing wire mesh must be no less than 1.6mm in diameter with the holes in the mesh being no more than 25mm in diameter.

- 3.1.7 Both the design and construction of a boarding cattery must be such that safety and security of the cat, from both escape and theft, is ensured.
- 3.1.8 All areas to which cats have or may gain free access to, for example sleeping and exercise areas, security corridors and reception offices, must be roofed.

## **3.2 Walls**

- 3.2.1 The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be smooth, impervious and be resealed in accordance with the manufacturer's instructions.
- 3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Sneeze barriers must be provided where the gap between units is less than 625mm. These can be of half height where cats are not provided with any off ground shelving or similar, but where such shelving is provided a full height barrier must be provided of sufficient width and at least 469mm to prevent contamination by sneezing by any cat using such shelving.

## **3.3 Floors and Concrete Bases**

- 3.3.1 The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.
- 3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (see 3.1.2)

## **3.4 Ceilings and Roofing**

- 3.4.1 Ceilings must be capable of being easily cleansed and disinfected.
- 3.4.2 All exercise areas and the safety passage should be covered with mesh or impermeable material. If impermeable material is used, a proportion of it must be translucent or clear such that it allows the area to be illuminated by natural daylight.

## **3.5 Doors**

- 3.5.1 Unit doors must be strong enough to resist impact and scratching from cats and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.



3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

### **3.6 Windows**

3.6.1 All windows which pose a security risk either from escape or theft must be designed and maintained to function in such a way that makes them secure at all times.

### **3.7 Drainage**

3.7.1 Kitchens and toilets etc must be connected to a drainage system that is a mains or equivalent system that meets building regulations at the time of construction/installation.

### **3.8 Lighting**

3.8.1 During daylight hours adequate light must be provided to exercise and sleeping areas to ensure the welfare of the cat. Where practicable, this must be natural light, however, a combination of natural and artificial light is acceptable.

3.8.2 Adequate supplementary lighting must be provided to illuminate the area that cats have access to throughout the establishment.

### **3.9 Ventilation**

3.9.1 Ventilation subject to weather conditions must be provided to all interior areas without the creation of localised draughts in the sleeping area

### **3.10 Maintenance**

3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

## **4 NUMBERS OF ANIMALS**

### **4.1 Number of Cats Permitted**

4.1.1 The maximum number of cats to be kept at any one time is \_\_\_\_\_. *(This will be determined by the Council based on the individual establishment.)*

4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.

- 4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. The floor area must be a minimum of 1.11 sq.m. Holding units must have a minimum height of 900mm.
- 4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the Council.
- 4.1.5 Where stray or rescue cats are accepted by the cattery they must be kept in a separate area sufficiently away from boarded cats to prevent the transmission of disease. Separate equipment must be provided for the care of stray or rescue cats. Once such cats have received veterinary screening, been properly vaccinated, neutered or spayed, and found to have no transferable conditions they may be integrated into the boarding cattery where absolutely necessary.

## **4.2 Unit size, Layout and Exercise Facilities**

- 4.2.1 Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 4.2.2 Each unit must be provided with a sleeping area of at least 0.85 sq.m. for one cat, 1.5 sq.m. for two cats, or 1.85 sq.m. for up to four cats. Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Council.
- 4.2.3 Units must have a minimum internal height of 1.8m.
- 4.2.4 The height of the sleeping area must be at least 910mm.
- 4.2.5 Each unit must be provided with an exercise area of at least 1.7 sq.m. for a single cat, 2.23 sq.m. for two cats, or 2.79 sq.m. for up to 4 cats.
- 4.2.6 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 4.2.7 Exercise areas must not be used as sleeping areas. Where the sleeping area is raised above floor level by at least 600mm, the area below the sleeping area can be included as part of the exercise area.
- 4.2.8 Access to the exercise area from the sleeping area must be direct and voluntary.

## **5 MANAGEMENT**

### **5.1 Training**

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

## **5.2 Temperature in Units**

- 5.2.1 Heating facilities must be available in the unit to ensure the cat's welfare.
- 5.2.2 In isolation units there should be a means of maintaining the temperature at a level suitable for the conditions of the cat or as determined by veterinary advice.

## **5.3 Cleanliness**

- 5.3.1 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.
- 5.3.2 Each occupied unit must be inspected and cleansed of all excreta and soiled material from all areas used by cats at least daily and more often if necessary.
- 5.3.3 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and maintained in a clean, parasite-free and dry condition.
- 5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be cleansed, and all excreta and soiled materials must be removed, 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.
- 5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.6 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 cats with infectious diseases. The final deposit route for all clinical waste must be incineration by a method that meets local authority and other waste disposal regulations.
- 5.3.7 Measures must be taken to minimise the risks to the cats' health from rodents, insects and other pests within the establishment.

## **5.4 Food and Water Supplies**

- 5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed regularly, as a minimum once per day.
- 5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition.

## **5.5 Kitchen Facilities**

- 5.5.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats. These should be separate from any facilities used to prepare food for human consumption.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and processes adopted that ensure no food contamination occurs.
- 5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use; it would be acceptable for this to be provided in combination with staff toilet facilities.
- 5.5.4 Where appropriate and necessary, containers must be provided for the storage of foods and shall be so constructed and kept in such order, repair and condition as to be proofed against insects and other pests or contamination.

## **5.6 Disease Control and Vaccination**

- 5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 5.6.2 Proof must be provided by the cat's owner 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's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.
- 5.6.3 Advice must be sought from a veterinary surgeon in any cases where a cat shows any 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.
- 5.6.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.

## **5.7 Isolation**

- 5.7.1 Isolation facilities must be provided for accommodating cats that are identified as having any infectious or contagious condition.
- 5.7.2 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3000mm.

5.7.3 Feeding and drinking vessels and food preparation utensils used for cats in isolation should be cleansed and sterilised separately to those of the other boarding cats. Full barrier nursing should be practised, including the use of disposable coveralls where appropriate, and in all situations the highest hygiene standards must be observed, for example hands must be washed after leaving the isolation facilities before visiting any other units.

## **5.8 Register**

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

- a) date of arrival;
- b) name of cat;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of cat;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of cat's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) health, welfare and nutrition requirements;
- j) immunisation/vaccination.

5.8.2 The register must be kept readily available for a minimum of a 24 month rolling period and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

5.8.3 Where records are computerised, a backup copy must be kept. The register must also be available to key members of staff of the establishment at all times.

## **5.9 Identification of Units**

5.9.1 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

## **5.10 Supervision**

5.10.1 A fit and proper person must always be available to carry out regular reviews during the day to ensure the cats' welfare and be contactable to deal with emergencies whenever cats are boarded at the premises.

## **5.11 Fire Precautions**

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

- 5.11.2 An emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where cats are to be evacuated to, where practicable without endangering human life, in the event of a fire or other emergency.
- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4 All electrical installations and appliances must be installed and maintained such that they meet the appropriate standards at the time of installation. There must be a residual current circuit breaker system on each block of units.
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to the cats.
- 5.11.6 Precautions must be taken to prevent any accumulation of materials which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

## **Standard Conditions relating to Home Boarding of Dogs**

### **1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animals Act 1976 are not to be accepted for home boarding.
- 1.6 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. Puppies under 6 months of age must not be boarded with other dogs, including resident dogs.

### **2 LICENCE DISPLAY**

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

### **3 NUMBERS OF ANIMALS**

- 3.1 The maximum number of dogs to be kept at any one time is \_\_\_\_\_. *(This will be determined by the Council based on the individual establishment.)*
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 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.
- 3.4 The licence holder 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 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 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.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

## **5 MANAGEMENT**

### **5.1 Training**

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

### **5.2 Cleanliness**

- 5.2.1 All areas where the dogs have access to, 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.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Council.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 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 disposal route for all such waste shall comply with current waste regulations.
- 5.2.5 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 dogs 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 dog with its own bedding, bowls, grooming materials, etc.. These items must be cleaned regularly to prevent cross infection. The licence holder, 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 or disposed of after each meal and each dog 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.
- 5.4.2 All bulk supplies of food shall be kept in vermin-proof containers.

### **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 dogs, staff and visitors.
- 5.5.2 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. icterohaemorrhagiae*) 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in cases 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.

- 5.5.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.
- 5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be known and 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 dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product. Careful consideration must be given to the usage instructions and recommendations issued with the product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

## **5.6 Isolation and Contagious Disease Outbreak**

- 5.6.1 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 effective separation of any sick animal.
- 5.6.2 The licence holder must inform the Council on the next working day if a dog 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 Council as agreed with their authorised veterinary surgeon.
- 5.6.4 The Council must be informed of any animal death or injury on the premises. In the event of the death of an animal, the licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

## **5.7 Register**

- 5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:
- a) date of arrival;
  - b) name of dog;
  - c) any identification system such as microchip number or tattoo;
  - d) description, breed, age and gender of dog;
  - e) name, address and telephone number of owner/keeper;
  - f) name, address and telephone number of contact person while boarded;

- g) name, address and telephone number of dog's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) proof of current vaccinations, medical history and requirements;
- j) health, welfare and nutrition requirements.

5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.

5.7.3 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 of the Council 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 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 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 offences.

5.8.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare, and must not be left unattended for longer than three hours at a time and then not on a regular basis.

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

5.8.4 Only persons over sixteen years of age are allowed to walk the dogs in public places.

## **5.9 Exercise**

5.9.1 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 the owner's written permission is given.

5.9.2 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.

5.9.3 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.

- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 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, as well as the owner's details.
- 5.9.6 The Council must be informed on the next working day if a dog is lost.

## **5.10 Fire Precautions**

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 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.
- 5.10.4 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. The licence holder must have suitable arrangements for the temporary boarding of dogs 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 at least two working smoke detectors located at the top and bottom of the staircase or other appropriate location.
- 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 dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be as free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within five minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Council.

## **Standard Conditions relating to Home Boarding of Cats**

### **1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 Entire males and queens in season must not be boarded with other cats. Kittens under 6 months of age must not be boarded with any other cats, unless it is their mother.

### **2 LICENCE DISPLAY**

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

### **3 NUMBERS OF ANIMALS**

- 3.1 The maximum number of cats to be kept at any one time is \_\_\_\_\_. *(This will be determined by the Council based on the individual establishment.)*
- 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 licence holder 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 reasonably 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 must be provided. Systematic training of staff must be demonstrated to have been carried out.

### **5.2 Cleanliness**

- 5.2.1 All areas to which the cats 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 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 Council.
- 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 licence holder, 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.
- 5.4.2 All bulk supplies of food shall be kept in vermin-proof containers.

#### **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 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's 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 cases 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, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.
- 5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's 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 treatment 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 they or their fumes cannot 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 premises to ensure effective separation of any sick animal.
- 5.6.2 The licence holder must inform the Council 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 Council as agreed with their authorised veterinary surgeon.
- 5.6.4 The Council must be informed of any animal death on the premises. The licence holder must make arrangements for the body to be stored at a veterinary surgeon's 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:
- a) date of arrival;
  - b) name of cat;
  - c) any identification system such as microchip number or tattoo;
  - d) description, breed, age and gender of cat;
  - e) name, address and telephone number of owner/keeper;
  - f) name, address and telephone number of contact person while boarded;
  - g) name, address and telephone number of cat's veterinary surgeon;
  - h) anticipated and actual date of departure;
  - i) proof of current vaccinations, medical history and requirements;
  - j) health, welfare and nutrition requirements.
- 5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.



5.7.3 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 of the Council 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 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 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 conviction or formal cautions for any animal welfare related offences.

5.8.2 Cats must be visited at regular intervals as necessary for their health, safety and welfare, and must not be left unattended for longer than three hours at a time and then not on a regular basis.

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

## **5.9 Exercise**

5.9.1 Cats must not be allowed outside unless they are on leads unless the owner's written permission is given.

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 name, address and telephone number of the boarding premises.

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

## **5.10 Fire 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, 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 draw up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The licence holder 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 at least two working smoke detectors located at the top and bottom of the staircase or other appropriate location.
- 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.
- 5.10.8 All heating appliances must be as free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within five minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Council.

### **Appendix 3 -Riding Establishment Licence**

Riding establishments are premises that are licensed under the Riding Establishments Act 1964 and Riding Establishments Act 1970. The Riding Establishments 1964 Act (as amended) defines the keeping of a riding establishment as:

The carrying on of a business of keeping horses for either or both of the following purposes:

- Being let out on hire for riding
- Being used in providing, in return for payment, instruction in riding

#### **Applying for a New Riding Establishment Licence**

An application for a licence must be made to the Council on its application form. The application form is available from the Council's reception and its website. Alternatively an application may be made through the Government's electronic application portal or requested from the Licensing team.

In addition to submitting the application a vet appointed by the council will need to carry out an inspection of the premises before a licence can be granted. It is recommended the vet the Council use will be Royal College of Veterinary Surgeons (RCVS) registered.

At the time of making the application the applicant must pay to the Council the appropriate application fee and once the vet has inspected the premises the cost of this will then be passed onto the applicant. Failure to pay this will stop the application being processed

The purpose of the Council instructing the vet is to avoid any conflict of interest that may arise between the vet and the applicant.

An Environmental Health Officer and Licensing and Enforcement Officer of the Council may also visit the premises, either together, separately or with the Vet to assess the arrangements in place, the suitability of the premises and the individual licence holder.

#### **Consideration of Riding Establishment Applications**

Before granting a licence the Riding Establishments Act 1964 (as amended) requires Gloucester City Council to have regard to:

- 1) Whether the applicant appears to them to be suitable and qualified, either by experience in the management of horses or by being the holder of an approved certificate or by employing in the management of the riding establishment a person so qualified, to be the holder of such a licence; and
- 2) the need for securing—

- That paramount consideration will be given to the condition of horses and that they will be maintained in good health, and in all respects physically fit and that, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse will be suitable for the purpose for which it is kept;
- That the feet of all animals are properly trimmed and that, if shod, their shoes are properly fitted and in good condition;
- That there will be available at all times, accommodation for horses suitable as respects construction, size, number of occupants, lighting, ventilation, drainage and cleanliness and that these requirements be complied with not only in the case of new buildings but also in the case of buildings converted for use as stabling;
- That in the case of horses maintained at grass there will be available for them at all times during which they are so maintained adequate pasture and shelter and water and that supplementary feeds will be provided as and when required;
- That horses will be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and will be adequately exercised, groomed and rested and visited at suitable intervals;
- That all reasonable precautions will be taken to prevent and control the spread among horses of infectious or contagious diseases and that veterinary first aid equipment and medicines shall be provided and maintained in the premises;
- That appropriate steps will be taken for the protection and extrication of horses in case of fire and, in particular, that the name, address and telephone number of the licence holder or some other responsible person will be kept displayed in a prominent position on the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, will be kept displayed in a prominent position on the outside of the premises;
- That adequate accommodation will be provided for forage, bedding, stable equipment and saddlery;

### **Duration of a Licence**

Any licence granted will be operative for one year from the date of coming into force unless a provisional licence is issued.

### **Provisional licences for riding establishments**

When an application is made to the Council to keep a riding establishment and the Council are not satisfied that all the conditions are fulfilled then a provisional licence maybe granted to the applicant. This will come into force at the beginning of the day on which it is granted and shall remain in force for three months.

## **Renewals**

The renewal process of a riding establishment licence is the same as the initial application in that an application plus a fee is made and before the renewal is granted it will be subject of a report by a vet. This vet will be nominated by the council.

## **Inspections and enforcement**

Officers of the Council may inspect the licensed riding establishment at all reasonable times. If the Council have any concerns about the welfare of the animals kept under the licence or a complaint it may request that a further inspection by the Council's nominated vet is required.

If a licence holder is not complying with their licence conditions the Council may take appropriate enforcement action. This may be to advise them that they no longer meet the licensing requirements and must cease the licensable activity or to prosecute them. The Council has the power to prosecute under these Riding Establishments Acts.

## **Standard Conditions Applicable to Licences for Riding Establishments**

### **General**

- a) These Standard Conditions will apply to all licences unless surrendered.
- b) The granting of a licence for a Riding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Riding Establishment Acts 1964 and 1970 (as amended).

### **Standard Conditions**

1. Horses must be maintained in good health and, in all respects, must be physically fit. In the case of a horse kept for the purpose of it being let out on hire for riding, or a horse kept for the purpose of it being used in the provision of riding instruction, the horse will be suitable for the purpose for which it is kept.
2. The feet of all animals must be properly trimmed and, if shod, the shoes must be properly fitted and in good condition.
3. There must be available at all times, accommodation for horses suitable in respect of construction, size, number of occupants, lighting, ventilation, drainage and cleanliness. These requirements must be complied with not only in the case of new buildings, but also in the case of buildings converted for the use of stabling.
4. In the case of horses maintained at grass there must be available for them, at all times during which they are so maintained, adequate pasture, shelter and water. Supplementary feeds must be provided as and when required.
5. Horses must be adequately supplied with suitable food, drink and (with the exception of horses maintained at grass whilst they are so maintained) bedding material. Horses must be adequately exercised, groomed, rested and visited at suitable intervals.
6. All reasonable precautions must be taken to prevent and control the spread amongst horses of infectious and/or contagious diseases. Veterinary first aid equipment and medicines must be provided and maintained in the licensed premises.
7. Appropriate steps must be taken for the protection and extrication of horses in the case of fire. The name, address and telephone number of the licence holder, or some other nominated responsible person, must be clearly displayed in a prominent position on the outside of the premises with instructions as to the action to be taken in the event of fire, with particular regard to the extrication of horses.

8. Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
9. A horse found on inspection by an Authorised Officer of the Council, or a veterinary surgeon appointed by the Council, to be in need of veterinary attention must not be returned to work until the licence holder has obtained at their own expense a veterinary certificate of fitness to work and has lodged said certificate with the Council.
10. No horse may be let out on hire for riding, or used for the provision of riding instruction, without supervision by a responsible person of the age of no less than sixteen years unless, in the case of a horse let out on hire for riding, the licence holder is satisfied that the hirer of the horse is competent to ride without supervision.
11. The carrying on of a business of a riding establishment shall at no time be left in the charge of any person under the age of sixteen years.
12. The licence holder must hold a current insurance policy which insures him/her against liability for any injury sustained by those who hire a horse from him/her for riding and those who use a horse in the course of receiving from him/her, 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.
13. A register must be kept on the premises by the licence holder of all horses in his/her possession aged three years and under and shall be made available for inspection by an authorised Officer of the Council at all reasonable times.
14. The licence holder must be in possession of valid public liability insurance as required by condition 12, providing a minimum cover of £2,000,000.00, at all times whilst operating under this licence. The insurance certificate should be made available on request to an authorised Council Officer.

## **Appendix 4- Dog Breeding Establishment Licences**

A person keeps a breeding establishment for dogs if, at any premises, he or she carries on the business of breeding dogs for sale, whether or not the breeding is done by him or her.

Any person who keeps an establishment for the breeding of dogs commits an offence if they do so without the requisite licence from the Council.

The Breeding of Dogs Act 1973 (as amended), in conjunction with the Breeding of Dogs Act 1991 (as amended) and the Breeding and Sale of Dogs (Welfare) Act 1999 (as amended), governs the activities of dog breeders.

### **Exemption**

A person will not be treated as running a breeding establishment if they sell the offspring of any bitch kept by them at their premises, provided that the number of litters sold by them does not, when taken with any other litter produced by a bitch kept by that person, a relative of that person or at the same premises, exceed more than four in any one year.

Breeding records must be kept to ensure that these requirements are adhered to. Puppies that are produced at licensed breeding establishments can only be sold at those premises or a licensed pet shop.

Presently only the breeding of dogs requires a licence and not any other animal. However the breeding of any animal for sale may result in the breeder falling within the definition of a pet shop.

### **Applying for a New Dog Breeding Establishment Licence**

An application for a licence must be made to the Council on its application form. The application form is available from the Council's reception and its website. Alternatively an application may be made through the Government's electronic application portal or requested from the Licensing team.

In addition to submitting the application form a vet appointed by the council will need to carry out an inspection of the premises before a licence can be granted.

At the time of making the application the applicant must pay to the Council the application fee and also the vet's fee once a visit has been made.

An Environmental Health Officer and Licensing and Enforcement Officer of the Council may also visit the premises, either together, separately or with the vet to assess the arrangements in place, the suitability of the premises and the individual licence holder.



## **Consideration of an application for a Dog Breeding Establishment Licence**

In determining whether to grant a licence for the keeping of a breeding establishment for dogs by any person at any premises, the Council shall in particular (but without prejudice to their discretion to withhold a licence on other grounds) have regard to the need for securing—

- That the dogs 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;
- That the dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals;
- That all reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases;
- That appropriate steps will be taken for the protection of the dogs in case of fire or other emergency;
- That all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment;
- That bitches are not mated if they are less than one year old;
- That bitches do not give birth to more than six litters of puppies each;
- That bitches do 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; and
- That accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises;

### **Duration of a Licence**

Any licence granted will operative for twelve months from the date the licence comes into force.

### **Renewals**

The renewal process of a licence will require an inspection by officers of the Council and a veterinary report.

### **Inspections and enforcement**

Officers of the Council may inspect the licensed premises at all reasonable times. If the Council have any concerns about the welfare of the animals kept under this licence or a complaint it may request that a further inspection by the Council's nominated vet is required.

If a licence holder is not complying with their licence conditions the Council may take appropriate enforcement action. This may be to advise them that they no longer meet the licensing requirements and must cease the licensable activity or to prosecute them. The Council has the power to prosecute under the aforementioned Acts of, Breeding of Dogs Act 1973 (as amended), Breeding of Dogs Act 1971 (as amended), Breeding and Sale of Dogs (welfare Act) (as amended)

## **Model Conditions Applicable to Licences for Dog Breeding Establishments**

### **General**

- a) These Standard Conditions will apply to all licences unless it is surrendered
- b) The granting of a licence for a Dog Breeding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Breeding of Dogs Acts 1973 and 1991 (as amended) and the Breeding and Sale of Dogs (Welfare) Act 1999 (as amended).

### **Standard Conditions**

1. The number of breeding bitches accommodated at the establishment at any one time shall not exceed \_\_\_\_\_. *(This number will be based on the size and condition of the establishment)*
2. Accommodation provided for bitches and puppies must be, in all respects, suitable as regards construction, size of quarters, exercising and whelping facilities, temperature, ventilation and cleanliness. Special regards must be given to the breeds maintained.
3. Natural or artificial lighting of individual kennels must be sufficient to allow the cleaning of kennels, with no dark areas.
4. Kennels must be of a sufficient size for the dogs to stand up and turn around comfortably. If a bench is provided for the sleeping area, there must be an additional area of similar size unbenched.
5. All excreta and soiled materials must be removed at least twice daily from living areas, and at least once daily from the exercise area. The floor of the living areas must be kept clean and dry.
6. All exercise runs must have an area by the entrance which is paved or surfaced with other suitable material in order to prevent undue fouling of the ground.
7. All animals accommodated at the premises must be provided with bedding material suitable to the breeds kept and must be given adequate exercise. Where sleeping benches are provided, these should be of such dimensions as to allow an adult dog of the breed kept to lie flat on its side.
8. Facilities must be provided for the collection of all used bedding and other waste material which must be disposed of in a manner approved by the Council and in a way not likely to cause harm or nuisance.
9. All animals must have access to wholesome drinking water at all times, except in the case of very young puppies.

10. Animals must be adequately supplied with suitable food and visited at suitable intervals.
11. The food preparation area and equipment must be kept clean and vermin-free at all times. Refrigeration facilities must be provided where fresh meat is used.
12. All bulk supplies of food must be kept in vermin-free containers.
13. Every precaution must be taken to eliminate flies throughout the kennels.
14. All heating appliances must be of such construction as to constitute no risk of fire, and not to endanger the health and well-being of the occupants. In addition, if free-standing oil appliances are used, they must be installed in an area inaccessible to dogs. All heating and lighting should be installed in accordance with normal good practice and advice on the subject should be obtained from a fire prevention officer.
15. Animals and equipment must not be placed in such a position as to render entry or exit difficult in the case of fire.
16. The licence holder shall ensure that a responsible person shall at all times be in, or within reasonable distance from, the premises for the purpose of giving warning and taking other necessary steps in the event of fire or any other emergency. In the case of premises which are locked outside of normal working hours, the licence holder shall appoint a nominated responsible person residing within a reasonable distance of the premises to have custody of a key. The name and address of such person shall be clearly displayed on the front door or windows of the premises and be notified to the local fire service. An adequate and accessible supply of water and sand, or an efficient and suitable fire extinguisher, must always be available on the premises, outside the kennels in a clearly marked position.
17. A register shall be kept of all bitches in the establishment containing their ages, dates of heat-periods, mating and whelping.
18. Washing and lavatory facilities must be available for staff at all times.

## Appendix 5 - Dangerous Wild Animals Licence

The keeping of certain species of wild animals is controlled by the Dangerous Wild Animals Act 1976 (as amended). No person may keep any dangerous wild animal without first obtaining a licence from us. These licences are required regardless of whether the animal is kept for commercial purposes or as a pet.

The animals classed as Dangerous Wild Animals are listed in the Dangerous Wild Animals Act 1976 (Modification) (No.2) Order 2007. Any person who is unsure if their animal is classed as dangerous should consult that order listed below, or seek advice.

The person making the application must be the person who owns and possesses or proposes to own and possess the animal to which the application applies. The licence must be obtained and held before the owner actually has possession of the animal.

### **THE DANGEROUS WILD ANIMALS ACT 1976 (MODIFICATION) (NO.2) ORDER** **2007**

2007 NO.2465

The following is a list of animals for which, when kept privately, a licence is required under the Act.

<b><i>Scientific name of kind</i></b>	<b><i>Common name or names</i></b>
<b><u>MAMMALS</u></b>	
<b>Marsupials</b>	
<b>Family <i>Dasyuridae</i>:</b> The species <i>Sarcophilus lanarius</i> .	The Tasmanian devil.
<b>Family <i>Macropodidae</i>:</b> The species <i>Macropus fuliginosus</i> , <i>Macropus giganteus</i> , <i>Macropus robustus</i> and <i>Macropus rufus</i> .	The western and eastern grey kangaroos, the wallaroo and the red kangaroo.
<b>Primates</b>	
<b>Family <i>Cebidae</i>:</b> All species except those of the genera <i>Aotus</i> , <i>Callicebus</i> and <i>Saimiri</i> .	New-world monkeys (including capuchin, howler, saki, uacari, spider and woolly monkeys). Night monkeys (also known as owl monkeys), titi monkeys and squirrel monkeys are excepted.
<b>Family <i>Cercopithecidae</i>:</b> All species.	Old-world monkeys (including baboons, the drill, colobus monkeys, the gelada, guenons, langurs,

	leaf monkeys, macaques, the mandrill, mangabeys, the patas and proboscis monkeys and the talapoin).
<b>Family Hominidae:</b> All species except those of the genus <i>Homo</i> .	Anthropoid apes; chimpanzees, bonobos, orang-utans and gorillas.
<b>Family Hylobatidae:</b> All species.	Gibbons and Siamangs.
<b>Family Indriidae:</b> All species of the genera <i>Propithecus</i> and <i>Indri</i> ( <i>Avahi laniger</i> is excepted).	Leaping lemurs (including the indri and sifakas). The woolly lemur is excepted.
<b>Family Lemuridae:</b> All species except those of the genus <i>Hapalemur</i> .	Large lemurs. Bamboo or gentle lemurs are excepted.
<b>Edentates</b>	
<b>Family Dasypodidae:</b> The species <i>Priodontes maximus</i> .	The giant armadillo.
<b>Family Myrmecophagidae:</b> The species <i>Myrmecophaga tridactyla</i> .	The giant anteater.
<b>Carnivores</b>	
<b>Family Canidae:</b> All species except those of the genera	Wild dogs, wolves, jackals, the maned wolf, the bush dog and the dhole.
<b>Alopex, Cerdocyon, Dusicyon, Otocyon, Pseudalopex, Urocyon, Vulpes and Nyctereutes.</b> <b>The species <i>Canis familiaris</i>, other than the subspecies <i>Canis familiaris dingo</i>, is also excepted.</b>	Foxes, raccoon dogs and the domestic dog (but not the dingo) are excepted.
<b>Family Felidae:</b> <b>All except—</b> <b>(a) the species <i>Felis silvestris</i>, <i>Otocolobus manul</i>, <i>Leopardus tigrinus</i>, <i>Oncifelis geoffroyi</i>, <i>Oncifelis guigna</i>, <i>Catopuma badia</i>, <i>Felis margarita</i>, <i>Felis nigripes</i>, <i>Prionailurus rubiginosus</i> and <i>Felis silvestris catus</i>;</b> <b>(b) a hybrid which is descended exclusively from any one or more species within paragraph (a);</b> <b>(c) a hybrid of which—</b> <b>(i) one parent is <i>Felis silvestris catus</i>, and</b>	All cats including the bobcat, caracal, cheetah, jaguar, leopard, lion, lynx, ocelot, puma, serval and tiger. The following are excepted: (a) the wild cat, the pallas cat, the little spotted cat, the Geoffroy's cat, the kodkod, the bay cat, the sand cat, the black-footed cat, the rusty-spotted cat and the domestic cat; (b) a hybrid cat which is descended exclusively from any one or more species within paragraph (a); (c) a hybrid cat having as one parent a domestic cat and as the other parent a first generation hybrid of a domestic cat and any cat not within paragraph (a); (d) any cat which is descended exclusively from any one or more hybrids within paragraph (c); (e) any cat which is descended exclusively from a domestic cat and any one or more hybrids within

<p>(ii) the other parent is a first generation hybrid of <i>Felis silvestris catus</i> and any cat not within paragraph (a);</p> <p>(d) any cat which is descended exclusively from any one or more hybrids within paragraph (c) (ignoring, for the purpose of determining exclusivity of descent, the parents and remoter ancestors of any hybrid within paragraph (c));</p> <p>(e) any cat which is descended exclusively from <i>Felis silvestris catus</i> and any one or more hybrids within paragraph (c) (ignoring, for the purpose of determining exclusivity of descent, the parents and remoter ancestors of any hybrid within paragraph (c)).</p>	<p>paragraph (c).</p>
<p><b>Family Hyaenidae:</b> All except the species <i>Proteles cristatus</i>.</p>	<p>Hyænas. The aardwolf is excepted.</p>
<p><b>Family Mustelidae:</b> All species of the genera <i>Amblonyx</i>, <i>Arctonyx</i>, <i>Aonyx</i>, <i>Enhydra</i>, <i>Lontra</i>, <i>Melogale</i>, <i>Mydaus</i>, <i>Pteronura</i> and <i>Taxidea</i>. The genus <i>Lutra</i> except the species <i>Lutra lutra</i>. The species <i>Eira barbara</i>, <i>Gulo gulo</i>, <i>Martes pennanti</i> and <i>Mellivora capensis</i>.</p>	<p>Badgers (except the Eurasian badger), otters (except the European otter) and the tayra, wolverine, fisher and ratel (otherwise known as the honey badger).</p>
<p><b>Family Ursidae:</b> All species including the species <i>Ailuropoda melanoleuca</i> and <i>Ailurus fulgens</i>.</p>	<p>All bears including the giant panda and the red panda.</p>
<p><b>Family Viverridae:</b> All of the genus <i>Civettictis</i>.</p>	<p>The African, large-spotted, Malay and Indian civets and the fossa.</p>

### Applying for a New Dangerous Wild Animal Licence

An application for a licence must be made to the Council on its application form. The application form is available from the Council's reception and its website.

Alternatively an application may be made through the Governments electronic application portal or requested from Licensing team.

In addition to submitting the application a vet appointed by the council will need to carry out an inspection of the premises before a licence can be granted.

At the time of making the application the applicant must pay to the Council the application fee and also the vets fee once a visit has been made.

An Environmental Health Officer and Licensing and Enforcement Officer of the Council may also visit the premises, either together, separately or with the vet to assess the arrangements in place, the suitability of the premises and the individual licence holder.

### **Consideration of Dangerous Wild Animal Licences**

Before granting a licence the Council must be satisfied:

- It is not contrary to the public interest on the grounds of safety, nuisance or otherwise to grant the licence;
- The applicant for the licence is a suitable person to hold a licence under The Dangerous Wild Animals Act 1976 (as amended);
- Any animal concerned will at all times of its being kept only under the authority of the licence—
  - (i) be held in accommodation which secures that the animal will not escape, which is suitable as regards construction, size, temperature, lighting, ventilation, drainage and cleanliness and which is suitable for the number of animals proposed to be held in the accommodation, and
  - (ii) be supplied with adequate and suitable food, drink and bedding material and be visited at suitable intervals;
- Appropriate steps will at all such times be taken for the protection of any animal concerned in case of fire or other emergency;
- All reasonable precautions will be taken at all such times to prevent and control the spread of infectious diseases;
- While any animal concerned is at the premises where it will normally be held, its accommodation is such that it can take adequate exercise.

### **Duration of a Licence**

Any licence granted will be valid for two years from when the licence is first granted.

### **Renewals**

The renewal process of a licence will require an inspection by officers of the Council and a veterinary report.



## **Inspections and enforcement**

Officers of the Council may inspect the licensed premises at all reasonable times. If the Council have any concerns about the welfare of the animals or a complaint it may request that a further inspection by the Council's nominated vet is required.

If a licence holder is not complying with their licence conditions the Council may take appropriate enforcement action. This may be to advise them that they no longer meet the licensing requirements and must cease the licensable activity or to prosecute them. The Council has the power to prosecute under The Dangerous Wild Animals Act 1976 (as amended) and the Animal Welfare Act 2006.

## **Model Conditions Applicable to Licences for Dangerous Wild Animals**

### **General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Council.
- b) The granting of a licence for a Dangerous Wild Animal shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Dangerous Wild Animals Act 1976 (as amended).

### **Standard Conditions**

1. While any animals are being kept under the authority of this licence;
  - (i) the animal shall be kept by no person other than the person specified in the licence,
  - (ii) the animal shall normally be held at such premises as specified in the licence,
  - (iii) the animal shall not be moved from those premises except for veterinary treatment or with the written consent of the Council,
  - (iv) the licence holder shall hold a current insurance policy which insures him/her, and any other person entitled to keep the animal under the authority of this licence, against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the Council,
  - (v) the public liability insurance required in (iv) above shall provide cover to a minimum of ten million pounds. This figure may be reduced according to the number and species of animals, however, a minimum cover of £10,000,000.00 is required unless stated otherwise on the licence.
2. The species and number of animals of each species which may be kept under the authority of this licence shall be restricted to those specified in the Schedule of Animals attached to the licence.
3. The licence holder shall, at all reasonable times, make available the licence to any person entitled to keep any animal under the authority of the licence.
4. Any change in species, or increase in numbers of a species, will only be permitted if written consent of the Council is first obtained and the Schedule of Animals attached to the licence is amended by the Council.

### **5. Special Conditions**

Given the unique nature of these establishments, the Council may impose specific special conditions relating to the individual premises and/or person based on the species and number of each species kept. These conditions

would be imposed in consultation with a specialist veterinary surgeon, or other recognised expert, and attached to the licence as a Schedule of Special Conditions.

## **Appendix 6 – Zoo Licences**

The Zoo Licensing Act 1981 came into force on April 30 1984 and introduced a licensing system applicable to existing and new zoo's. The Zoo Licensing Act 1981 defines Zoo's very widely. The Zoo Licensing Act 1981 was also amended significantly by the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002. Also of relevance is the Government Circular 02/2003

Any establishment, other than a circus or pet shop, where wild animals are kept for public exhibition on seven or more days in any consecutive 12 month period fall within a the definition of a zoo and require a licence from the Council.

Wild animals, for the purpose of the Zoo Licensing Act 1981 (as amended), is wide ranging and means any animal that is not normally domesticated in Great Britain.

### **Applying for a New Zoo Licence**

Before making an application the applicant must give a notice of intention to the Council at least two months before actually submitting an application. The notice should outline the applicant's intention to make an application for a zoo licence and identify:-

- The zoo's location;
- The types of animals and approximate number of each group kept for exhibition on the premises and the arrangements for their accommodation, maintenance and wellbeing;
- The approximate numbers and categories of staff to be employed in the zoo;
- The approximate number of visitors and motor vehicles for which accommodation is to be provided;
- The approximate number and position of access to be provided to the premises; and
- How required conservation measures will be implemented at the zoo.

This notice will be kept at the Council offices for inspection on a daily basis until at such time as the application, if subsequently made, is determined.

The applicant is also required to publish at least two months before making the application a notice of their intention to make an application in one local newspaper and in one newspaper with national circulation. These notices must identify the location of the zoo, that the application will be made to the Council and the address of the Council where members of the public may inspect the notice given by the applicant to the Council.

The Council are unable to entertain any application that is made before these requirements are completed.

An application should then be made to the Council on its application form. The application form is available from the Council's reception and its website. Alternatively an application may be made requested from the Licensing team.

## **Consideration of Zoo Licence Applications**

Before determining to grant or refuse a licence the Council are required by the Zoo Licensing Act 1981 (as amended) to take into account any representations made by or on behalf of:-

- The applicant;
- The chief officer of the Gloucestershire police force;
- The relevant fire and rescue authority;
- The governing body of any national institution concerned with the operation of zoos;
- Where part of the zoo is situated outside of the area of Gloucester City Council, the planning authority for the relevant other area;
- Any person alleging that the zoo would affect the health or safety of people living in the neighbourhood;
- Anyone stating that the zoo would affect the health or safety of anyone living near it; and
- Any other person whose representations might show grounds on which the authority has a power or duty to refuse to grant a licence.

The Zoo Licensing Act 1981 (as amended) intends that the above will respond following the notice that is published at least two months before the making of the application. However, the published notices will only indicate an intention to apply. To ensure that all those able to make representations that must be considered by the Council have the opportunity to do so, the Council will undertake a positive consultation procedure.

This will involve contacting the above authorities directly and communicating with other parties who may be affected by risks to health and safety or feel that may show another ground as to why the Council has a power or duty to refuse the application. The Council may do this by circulating letters to residents, publishing or displaying notices either physically around the area of the proposed application or in any Council publication, including its website and social media accounts.

The Council will also make arrangements for a qualified inspector to inspect the premises. The inspector will be instructed from the list of approved inspectors maintained by the relevant Secretary of State. 28 days notice is required to be given by the Council to the applicant before the inspection goes ahead.

## **Granting a Licence**

The Council will not grant a zoo licence if the zoo would adversely affect the health or safety of people living in near it, seriously affect the preservation of law and order or if the Council is not satisfied that appropriate conservation measures would be satisfactorily implemented.

The Council will also refuse an application if it is not satisfied that standards of accommodation or staffing or management are adequate for the proper care and well beings of the animals or for the proper conduct of a zoo.

Before granting or refusing to grant the licence the Council shall consider the inspectors report and any representation received.

If the Council are satisfied that the requirements of the Zoo Licensing Act 1981 (as amended) are met, and there are no other concerns about the welfare of animals or the objectives of this policy being undermined, the licence will be granted subject to such conditions that it feels are necessary and desirable for ensuring the proper conduct of the zoo or as required by any other part of the Zoo Licensing Act 1981 (as amended).

Before imposing conditions and granting the licence the Council will consult the applicant and notify them of the proposed conditions.

### **Duration of a Licence**

A licence, if granted will, depending on the circumstances set out in the above legislation, last for either four or six years from the date of grant.

### **Renewals**

#### **Renewal of a Licence**

6 months before the expiry of a licence the licence holder should make a request to the local authority for a renewal of their licence. The Council will then decide whether or not to extend the period of the existing licence or direct the applicant to apply for a new licence as described above.

### **Inspections and enforcement**

The Zoo Licensing Act 1981 (as amended) governs when and how inspections of zoo's are to be made. Inspections will be carried out in the first year of a licence and during the last 6 months of a licence. Where a licence is renewed inspections are required in the third year and the last six months of sixth year of the licence.

Inspections will be carried out in accordance with the Zoo Licensing Act 1981 (as amended) and involves consultation and liaison with the applicant and the Secretary of State. The Zoo Licensing Act 1981 (as amended) also outlines further "special inspections" and "informal inspections". Additionally the Council may carry out compliance visits to ascertain if conditions of the licence granted are being complied with.

## **Mandatory conditions to be attached to zoo licences (Taken from section 1A of the Zoo Licensing Act 1981 (as amended))**

### Conservation measures for zoos

1A. The following are conservation measures to be implemented in zoos in accordance with this Act-

- (a) participating in at least one of the following-
  - i research from which conservation benefits accrue to species of wild animals;
  - ii training in relevant conservation skills;
  - iii the exchange of information relating to the conservation of species of wild animals;
  - iv where appropriate, breeding of wild animals in captivity; and
  - v where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals;
- (b) promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats;
- (c) accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including-
  - i providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
  - ii providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition;
- (d) preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals;
- (e) preventing the intrusion of pests and vermin into the zoo premises; and
- (f) keeping up-to-date records of the zoo's collection, including records of
  - i the numbers of different animals;
  - ii acquisitions, births, deaths, disposals and escapes of animals;
  - iii the causes of any such deaths; and
  - iv the health of the animals.

### **Government Circular 02/2003 - Suggested Model Condition**

Please Note: In some cases the suggested model condition may need to be adapted for the circumstances of the zoo in question. The breeding of wild animals in captivity, or the repopulation and/or re-introduction activities should be applied only where it is appropriate to the zoo. Where it is appropriate, more tailored or specific text might be more suitable. Local authorities may, of course, vary and adapt the text

of any part of the model condition, or design their own condition, but the condition must in all cases meet the requirements of new section 1A of the the Zoo Licensing Act 1981 (as amended). Authorities are reminded that under section 16(2) of the Zoo Licensing Act 1981 (as amended) they are required to give licence holders an opportunity to make representations before altering a zoo licence.

Example condition

[Name of zoo] must:

1. promote public education and awareness about biodiversity conservation. In particular, provide information about the species of wild animals kept in the zoo and their natural habitats.
2. accommodate and keep the animals in a manner consistent with the standards set out in the Secretary of State's Standards of Modern Zoo Practice.
2. prevent escapes and put in place measures to be taken in the event of any escape or unauthorised release of animals.
4. introduce practical measures designed to prevent the intrusion of pests and vermin into the premises of the zoo.
5. keep up-to-date records of the animals, including numbers of different animals, acquisitions, births, death, disposals and escapes, causes of deaths and the health of the animals.
6. participate in at least one of the following:
  - a. Research which benefits the conservation of wild animals
  - b. Training in relevant conservation skills
  - c. Exchanging information about the conservation of wild animals
  - d. Breeding of wild animals in captivity
  - e. Repopulating an area with wild animals, or re-introducing wild animals
7. [zoo] must keep information to show how it has complied with this condition and supply it to the local authority upon request.

### **Annex C - Discretionary conditions commonly attached to licences**

Discretionary conditions must not conflict with the mandatory conditions giving effect to the conservation measures in section 1A of the Zoo Licensing Act 1981 (as amended). But these conditions can complement them if the local authority believes they are necessary to ensure the proper conduct of the zoo.



## **Insurance**

1. Within one month of the date of the licence and one month of the date of renewal of the policy, where applicable, a copy of the zoo's current public liability insurance policy, and of subsequent renewals thereof, to be sent to the licensing authority. Gloucester City Council (Licensing Team)

## **Hazardous Animals**

2. The licensing authority within Gloucester City Council be notified in writing, at least one month in advance, of the proposed addition of any animal listed in category 1 of the Hazardous Animal Categorisation (see Appendix 12 of the Secretary of State's Standards of Modern Zoo Practice), which is from a taxonomic family of which Category 1 species have not previously been kept in the zoo.

## **Temporary Removal of Animals from the Zoo**

3. The licensee/s to notify the licensing authority before the temporary removal from the zoo (other than for veterinary attention or inter-zoo movements) of any animal listed in category 1 of the Hazardous Animal Categorisation of Secretary of State's Standards of Modern Zoo Practice. Such notification to be given as early as possible and, in any case, no later than 12 hours before the removal, unless the zoo operator and licensing authority mutually agree a shorter period. When giving notification, details of the destination and method of transportation of the animal and of the arrangements for its well-being, as well as for the safety of the public whilst it is away from the zoo, to be provided.

## **Escapes**

4. In the event of any non-domestic animal escaping from the confines of the zoo, notification shall be made to the licensing authority as soon as possible, and, in any case, not later than 24 hours following the escape.

## **Stock Records**

5. An annual stocklist of all animals must be kept and a copy must be forwarded to the local authority no later than 1 April of the year following that to which it relates and the stock list must include the information and in the format indicated in Section 9.5 of the Secretary of State's Standards of Modern Zoo Practice (September 2004).

**Note 1. These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance powers conferred under section 9 of the Zoo Licensing Act 1981 (as amended).**

**Note 2. The grant of this licence does not imply that the requirements of any other legislation have been met.**

