



COMHAIRLE NAN EILEAN SIAR

Animal Boarding Establishment Act 1963

LICENCE CONDITIONS FOR BOARDING OF DOGS AND CATS

GENERAL SCOPE OF LICENCE

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

LICENCE DISPLAY

- 2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position, on or about the boarding establishment.
- 2.2 The maximum number of dogs and cats to be kept at any one time is as shown on the licence.
- 2.3 No animals other than dogs and cats are to be boarded within the licensed facilities without the written approval of the Comhairle.
- 2.4 Stray dogs and cats can be accepted with the permission of the Comhairle. They must be kept in a separate area away from boarded animals and must comply with any other specific conditions imposed.

SIZE AND LAYOUT - DOGS

- 3.1 Each dog must be provided with a separate kennel. Dogs from the same household may share a kennel of adequate size only with the written consent of the dog's owner.
- 3.2 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. If provided, they must comply with conditions as required for main kennels and must be a minimum area of 2.3m².
- 3.3 Partition walls between kennels must be a minimum of 1.2m.
- 3.4 Dogs must not run together in a communal area unless dogs are from the same household and with the written consent of the dogs' owners.
- 3.5 Each new-build kennel must be provided with a sleeping area of at least 1.9m² and must have an exercise area of at least 2.46m² (for dogs up to 24 inches high at shoulder) or 3.4m² 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.
- 3.6 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.
- 3.7 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 3.8 Kennels must have a minimum height of 1.8m to facilitate adequate access by kennel staff for cleaning.

SIZE AND LAYOUT - CATS

- 4.1 Each cat must be provided with a separate unit.
- 4.2 Cats from the same household may share a unit of adequate size only with the written consent of the cats' owner.
- 4.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 2.74m². In new construction the floor area must be a minimum of 3.65m². Holding units must have a minimum height of 0.9m.

- 4.4 In new construction each cat unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 4.5 In new construction each unit must be provided with a sleeping area of at least 0.85m² for one cat, 1.5m² for 2 cats, 1.85m² for up to 4 cats. Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Comhairle. The height of the sleeping area must be at least 91cm in existing and 1.22m in new build. In new construction each unit must be provided with an exercise area of at least 1.7m² for a single cat; 2.23m² for 2 cats; 9.14m² for up to 4 cats.
- 4.6 Units must have a minimum internal height of 1.8m.
- 4.7 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 materials must be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 4.8 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 4.9 Exercise areas must not be used as sleeping or bedding areas.
- 4.10 There must be direct and voluntary access to the exercise area.

GENERAL CONSTRUCTION

- 5.1 The establishment must, at all times, be laid out 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 the licensing officer of the Comhairle.
- 5.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. There must be no projections liable to cause injury.
- 5.3 Fencing material must be secure and safe and maintained in good condition.
- 5.4 Sleeping areas of kennels and units must be so insulated as to prevent extremes of temperature.
- 5.5 The construction must be such that the security of the dogs and cats is ensured.
- 5.6 All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products which are not toxic to dogs and cats must be used.
- 5.7 All internal surfaces used in the construction of walls, floor, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury. The establishment must, at all times, be laid out and operated in accordance with the plan approved by the Comhairle. Before carrying out any alterations, plans must be submitted to and approved by the Comhairle.
- 5.8 All new kennels and units must be built on a concrete base with a damp proof membrane to Building Regulation standards.
- 5.9 All areas to which cats have access must be roofed.

WALLS AND PARTITIONS

- 6.1 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 6.2 Partition walls between kennels must be of solid construction to a minimum height of 1.2m.
- 6.3 The walls which dogs and 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 so as to be smooth and impervious and be resealed as necessary.
- 6.4 Full length sneeze barriers must be provided between cat units where the gap between units is less than 62.5cm.

- 6.5 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

FLOORS

- 7.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- 7.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 7.3 In new construction, floors must be laid to a minimum fall of 1:80 leading to a shallow drainage channel or an effectively covered deep drainage channel.
- 7.4 Communal exercise areas must be suitably drained but need not comply with conditions 7.1 and 7.2.

CEILINGS

- 8.1 Ceilings must be capable of being easily cleansed and disinfected.
- 8.2 All cat exercise areas and the safety passage shall be covered with mesh and impermeable material, a proportion of which must be translucent.

DOORS

- 9.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 9.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury.
- 9.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.
- 9.4 Adequate constructional precautions must be taken to prevent and control the spread of infections disease particularly by droplet infection.

WINDOWS

- 10.1 All windows which pose a security risk must be escape proof at all times.

DRAINAGE

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

LIGHTING

- 12.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 12.2 Adequate supplementary lighting must be provided throughout the establishment.

VENTILATION

- 13.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

MAINTENANCE

- 14.1 Maintenance and repair of the whole establishment must be carried out regularly.

TEMPERATURE IN KENNELS AND UNITS

- 15.1 Heating facilities must be available in the kennel and units. There must be some part of the dog's or cat's sleeping area where the dog or cat is able to enjoy a temperature of at least 10°C (50°F).

CLEANLINESS

- 16.1** 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 and cat comfort.
- 16.2** Each occupied kennel and cat unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs and cats at least daily and more often if necessary.
- 16.3** All bedding areas must be kept clean and dry.
- 16.4** Suitable 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.
- 16.5** Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care shall be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases.
- 16.6** Each kennel and units must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 16.7** Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

FOOD AND WATER SUPPLIES

- 17.1** All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 17.2** 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 daily.
- 17.3** Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.
- 17.4** Eating vessels must be cleansed after each meal.
- 17.5** Drinking vessels must be cleansed at least once a day.

KITCHEN FACILITIES

- 18.1** Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs and cats.
- 18.2** Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 18.3** 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.
- 18.4** 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.

DISEASE CONTROL AND VACCINATION

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

- 19.2** Proof must be provided 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 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.
- 19.3** Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, Feline Respiratory Disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 19.4** Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog or cat is sick or injured any instruction for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 19.5** As well stocked first-aid kit suitable for use on dogs and cats must be available and accessible on site.
- 19.6** A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
- 19.7 ANY INCIDENCES OF DOGS OR CATS ESCAPING FROM THE PREMISES OR INJURY OR DEATH OF ANY DOGS OR CATS WHILST IN THE KENNELS/CATTERY MUST BE REPORTED TO THE COMHAIRLE IMMEDIATELY**

ISOLATION

- 20.1** Isolation facilities must be provided.
- 20.2** In existing kennels 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 or as specified by the Comhairle. In existing catteries 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 3m or as specified by the Comhairle.
- 20.3** In isolation units, there shall be a means of maintaining the temperature at a level suitable for the conditions of the cat or dog dependent on veterinary advice.
- 20.4** Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 20.5** Hands must be washed after leaving the isolation facilities before visiting the other kennels.

REGISTER

- 21.1** A register must be kept of all dogs and cats boarded. The information kept must include the following:
- date of arrival
 - name of dog/cat, any identification system such as microchip number or tattoo
 - description, breed, age and gender of dog/cat
 - name, address and phone number of owner or keeper
 - name, address and phone number of contact person whilst boarded
 - name, address and phone number of dog's/cat's veterinary surgeon
 - date of last vaccination
 - anticipated and actual date of departure
 - health, welfare and nutrition requirements
- 21.2** 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 easy access to such information.
- 21.3** 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.

IDENTIFICATION OF KENNELS AND CAT UNIT

- 22.1** Each kennel and unit must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the dog or cat in that kennel is readily available.

SUPERVISION

- 23.1** A fit and proper person must always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. All persons involved with caring or associated with the animals whilst in the kennels must be named on the Licence application form.
- 23.2** Dogs and cats must be visited at regular intervals as necessary for the health, safety and welfare.

FIRE PRECAUTIONS

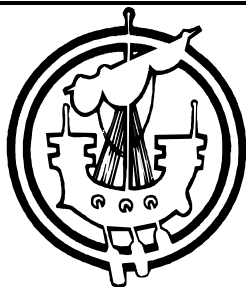
- 24.1** Appropriate steps must be taken for the protection of the dogs and cats in case of fire or other emergencies.
- 24.2** A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where dogs and cats are to be evacuated to in the event of a fire or other emergency. Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer. 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 units. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs and cats. Precautions must be taken to prevent any accumulation which may present a risk of fire. There must be adequate means of raising an alarm in the event of fire or other emergency.

Note: Any contravention of the conditions of this licence renders the licensee liable on summary conviction, to a fine or to imprisonment to a term not exceeding three months or to both a fine and imprisonment.

Informative Note - this is not a licence condition

The Fire (Scotland) Act 2005 introduced a new fire safety regime for the majority of non-domestic premises, however it includes all Licensed Premises in Scotland. Fire safety measures are not controlled through licensing, responsibility for enforcement of general fire safety lies with the local fire and rescue authority. The Act requires any person having control of premises which fall within the scope of the new legislation to carry out a fire safety risk assessment, produce an emergency evacuation strategy and take appropriate fire safety measures. The process of Fire Safety Risk Assessment should be ongoing and the duty holder is required to ensure that the premises are fit for purpose for the proposed use."

Further information is available from the following website <http://www.infoscotland.com/firelaw>. If you have any questions or concerns regarding fire safety please contact the local Fire Office on 01851-705855.



COMHAIRLE NAN EILEAN SIAR

Animal Boarding Act 1963

APPLICATION FOR A LICENCE TO KEEP AN ANIMAL BOARDING ESTABLISHMENT

For application fee please refer to application fees leaflet (All fees are non-refundable)

For Official Use only	
Date Lodged	
Paid	
Relationship	
Received by	
Food Cert	
Police	
Fire	
Planning	
Date Granted	
Renewal	
Licence no	

Please refer to the relevant guidance notes prior to completing this form.

Payment is due at the time you submit your application to the Comhairle

Please Answer every Question in Typescript or black ink and capital letters

1	TYPE OF LICENCE APPLICATION:	INITIAL: <input type="checkbox"/>	RENEWAL: <input type="checkbox"/>	CURRENT LICENCE NO: _____	VARIATION: <input type="checkbox"/>
	CHANGE IN CIRCUMSTANCES: <input type="checkbox"/> OTHER (I.E. TEMP/SEASONAL <input type="checkbox"/> _____				
ADDRESS OF PREMISES IN RESPECT OF WHICH THE LICENCE IS APPLIED					

To be completed if by applicant.

2	FULL NAME (INCLUDE ALL NAMES & TITLE):			
	ADDRESS AND POSTCODE:			
	PHONE: HOME		BUSINESS:	MOBILE:
	FAX:		EMAIL:	
	AGE, DATE & PLACE OF BIRTH	AGE	DATE OF BIRTH	PLACE OF BIRTH

Details of other individuals involved in the management of the business business (1)

3	FULL NAME (INCLUDE ALL NAMES & TITLE):			
	ADDRESS AND POSTCODE:			
	PHONE: HOME		BUSINESS:	MOBILE:
	FAX:		EMAIL:	
	AGE, DATE & PLACE OF BIRTH	AGE	DATE OF BIRTH	PLACE OF BIRTH

4	IS THE APPLICANT, OR ANY OTHER PERSON WHO HAS/HAVE CONTROL OR MANAGEMENT OF THE ESTABLISHMENT OR WORKING WITH THE ANIMALS, DISQUALIFIED FOR THE TIME BEING FROM:	(A) KEEPING A DOG (B) HAVING CUSTODY OF ANIMALS (C) KEEPING A PESHOP (D) KEEPING AN ANIMAL BOARDING ESTABLISHMENT	YES/NO YES/NO YES/NO YES/NO
(PLEASE DELETE WORD YES OR NO)			

5	TYPES AND NUMBERS OF ANIMAL TO BE BOARDED	DOGS	CATS
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6	RELATIONSHIP TO COUNCILLOR OR COMHAIRLE OFFICER		
Are you or your partner a relative or partner of a Councillor or Comhairle Officer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please state the name of the relation, the position held in the Comhairle, and explain the relationship?			
Please note: A "relation" for the purposes of this document is a spouse, partner, child, sister, brother, parent, or parent-in-law of a Member or Officer. In this context 'Officer' shall mean an Officer who is salaried at Assistant Director level or above or any officer directly involved in the decision-making process.			

7	I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.		
Signature of applicant or agent		Date	
Agents Address:		Position of applicant in company / partnership, if not otherwise stated:	

<p>NOTE: Any person who, in connection with the making of this application, makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.</p> <p>Please ensure you have read the attached guidance notes and have:</p> <ul style="list-style-type: none"> completed every question in block capitals and black ink or typescript signed and dated the application arranged for the public notice to be displayed at the proposed premises showing the exact 21 days date (if you are uncertain about this date please seek contact us assistance from a member of the licensing staff). 		<p>Completed Applications should be returned along with the correct fee to any Comhairle office or posted to Consumer and Environmental Services Development Department Comhairle Nan Eilean Siar Stornoway Isle of Lewis HS1 2BW</p> <p>If you have any queries regarding this licence please phone: 01851 822694 or email to eh@cne-siar.gov.uk</p>
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DATA PROTECTION ACT 1998

Comhairle nan Eilean Siar (the Data Controller) will process the information on this form for the purpose of granting or refusing this application. The information will be disclosed to the Northern Constabulary and Highlands and Islands Fire Brigade Service. It may also be circulated to other Comhairle departments where appropriate and to any other relevant body. It may also be intimated to the H M Revenue and Customs. The information may also be published as part of the Committee Agendas and Minutes and will be held on a public register all of which will be available to members of the public on request.