

# Supplementary Agenda Licensing Committee



**Date:** Wednesday, 19 April 2017

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**Time:** 14.00

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**Venue:** Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank

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**Contact:** Nuala Borthwick, Committee Officer  
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Dear Member

## Item to Follow

I refer to the agenda for the above meeting which was issued on 4 April 2017 and now enclose a copy of the undernoted report which was not available for issue at that time.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Undernote:-

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|----------|---|---------------|
| <b>7</b> | <b>INTRODUCTION OF LICENSING CONDITIONS FOR HOME BOARDING AND COMMERCIAL DAY BOARDING OF DOGS UNDER THE ANIMAL BOARDING ESTABLISHMENTS ACT 1963</b> | <b>3 - 37</b> |
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Submit report by the Strategic Lead – Regulatory seeking approval for the introduction of licensing conditions for Home Boarding and Commercial Boarding of Dogs under the Animal Boarding Establishments Act 1963.

**Distribution:-**

Councillor Lawrence O'Neill (Chair)  
Councillor Jim Brown  
Councillor Jim Finn  
Provost Douglas McAllister (Vice Chair)  
Councillor Jonathan McColl  
Councillor John Mooney  
Councillor Tommy Rainey  
Councillor Hazel Sorrell

All other Councillors for information

Chief Executive  
Strategic Director – Regeneration, Environment and Growth  
Strategic Director – Transformation and Public Service Reform  
Chief Officer of Health & Social Care Partnership

Date issued: 6 April 2017

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Regulatory**

**Licensing Committee – 19 April 2017**

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**Subject: Introduction of Licensing Conditions for Home Boarding and Commercial Day Boarding of Dogs under the Animal Boarding Establishments Act 1963**

**1. Purpose**

- 1.1** To seek approval for the introduction of licensing conditions for Home Boarding and Commercial Boarding of Dogs under the Animal Boarding Establishments Act 1963.

**2. Recommendations**

- 2.1** It is recommended that the Committee:-

- i. Approves the introduction of the conditions attached in Appendices 1 and 2 with immediate effect.
- ii. Delegate authority to the Strategic Lead - Regulatory to agree any future changes needed to Animal Boarding Establishment conditions.

**3. Background**

- 3.1** Local Authorities are responsible for regulating Animal Boarding Establishments under the Act. In terms of the Animal Boarding Establishments 1963, no person shall keep a boarding establishment for animals except under the authority of a licence granted in terms of the Act.

- 3.2** The only exception as specified in the Act is where animals are held in connection with a business where the main activity is not the provision of accommodation (e.g. a veterinary surgery) or under the Animal Health Act 1981 which covers the eradication and prevention of disease.

- 3.3** The current animal boarding licensing scheme has been applied to traditional animal boarding by licensing kennels where dogs are boarded overnight and applicable conditions are attached to the licence. The current scheme also covers catteries. This traditional form of animal boarding has been joined in the market place by providers offering dog boarding in domestic settings and by providers offering dog boarding without overnight accommodation in a commercial premises setting. Both these latter activities are not currently covered by the existing conditions.

- 3.4** At the meeting of the Licensing Committee held on 7 December 2016, Members agreed:-

(1) to continue the matter to the meeting of the Licensing Committee scheduled to be held on Wednesday, 19 April 2017;

(2) that a full public consultation would be commenced at the start of January 2017 for a period of 6 weeks to enable all consultees to submit comprehensive responses to the consultation; and

(3) that the public consultation would be publicised in the local media and via the Council's social media after the new year period.

**3.5** An advert was placed in the 24 January 2017 edition of the Dumbarton and Vale of Leven Reporter advising the public of the consultation on the Introduction of Licensing Conditions for Home Boarding and Commercial Day Boarding of Dogs under the Animal Boarding Establishments Act 1963. The advert requested that all submissions should be made on or before Friday 3 March 2017.

**3.6** Notification of the consultation also appeared on West Dunbartonshire Council's website on 23 January 2017. On the same day a link to the consultation also appeared on social media on both Facebook and Twitter.

#### **4. Main Issues**

**4.1** Those persons operating Home Boarding or Commercial Day Boarding of dogs would be subject to requirements of the Animal Boarding Establishments Act 1963.

**4.2** Several householder operators of Home Boarding Establishments and Commercial Day Boarders have sought advice on the regulatory requirements of operating these businesses in the West Dunbartonshire Council area. The businesses provide care for pet owners' dogs in a home environment or commercial day care environment while the dog owner is at work or otherwise engaged.

**4.3** It is the current position that the existing licence scheme conditions for animal boarding establishments do not adequately cover premises used for home boarding or commercial day boarding. Existing conditions were developed to ensure the prevention of spread of disease between animals and to ensure the health, safety and welfare of the individual animal being boarded overnight in kennels. The existing licence conditions will continue to apply to traditional animal boarding establishments.

**4.4** The notable differences between the existing and proposed conditions relate to the construction of kennels and associated facilities which would not be applicable when boarding in a home situation or for commercial day boarding. The proposed conditions are contained in the report appendices.

**4.5** A public consultation on the proposed conditions was carried out. 5 responses were received during the period of the consultation. 1 response from Lomond

Home and Pet Care was received after the end of the consultation period but has been included in the report. Where similar questions have been asked from more than one of the respondents the WDC response will be covered under General WDC responses at 4.12. All 6 responses are referenced hereafter with comments added by Martin Keeley, Service Co-ordinator – Regulatory. The consultation responses can be seen in full within the background papers however they have been summarised below for brevity and as far as possible, only the questions raised in the consultee responses have been included rather than comments agreeing with the proposed conditions or confirmation of individual practices which comply.

#### Consultation response 1

- 4.6** I have nothing against the licensing BUT perhaps dog walkers should also be licensed.

(See General WDC response at 4.12)

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#### Consultation response 2 – Home Boarding

- 4.7** As the aim of this consultation is the welfare of dogs it should include home boarders and dog walkers.

The fee is also too high and far exceeds what could be considered appropriate and amongst, if not the, highest in Scotland, if not the UK and places increased financial strain on businesses.

#### WDC response

Home Boarding is within the scope of the proposed conditions on the licensing of Home Boarders.

(Information on the level of fee can be seen at point 6.1)

#### Consultation response 2 - Comments on Commercial Day Boarding conditions

1.9 The maximum number of dogs kept at any time on the premises as specified on the licence shall not be exceeded

The minimum number of members of staff shall be a ratio of staff to dogs no less than (1:8)

The maximum number of dogs permitted to be freely mixing in any individual area is 6:

This is not practical and we would ask for the reasoning behind this. The 1 to 8 ratio is always observed.

(See General WDC response 4.12) This amendment to the original condition has been accepted and changed.

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1.10 All dogs being commercially day boarded shall wear a collar and identifying tag Dogs are required to wear collars/tags by law therefore unsure why this clause has been added.

WDC response

Condition 1.10 is appropriate to licensed activities.

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2.7 All structural exterior wood i.e. fence posts must be properly treated against wood rot, e.g. tanalised. Non-toxic products shall be used in any wood treatment. Wood is not permitted for agility or play equipment. Why is this the case as professional agility equipment is often made from wood?

WDC response

Condition 2.7 - This condition is derived from the Royal Environmental Health Institute of Scotland Working Group and is viewed in terms of safety.

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2.9 All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection and shall be of a material capable of being cleaned. Such furnishings shall be inspected on a daily basis for damage or disrepair. Any damaged or ripped items of furniture shall be repaired or replaced. No carpet-or rugs are to be used within the boarding establishment.

This is not practical for reception areas etc.

WDC response

Condition 2.9 – This condition is considered practical, safe and hygienic.

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4.1 A separate area clearly demarked and hygienically constructed shall be provided for the storage and preparation of dog/ puppy food. This is not a requirement for café's (i.e. DUG Café, pubs etc) therefore why is this required for day care?

WDC response

Condition 4.1 – This condition is considered practical, safe and hygienic. The comments about food businesses are noted but not relevant. Food businesses

are separately regulated.

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10.2 Isolation facilities must be separate and physically isolated from the main activity areas. The separation distance must be a minimum of 5m. This may not always be practical and we would look for clarification as to the required 5m distance as the separation is the key factor.

WDC response

Condition 10.2 - This condition is derived from the Royal Environmental Health Institute of Scotland Working Group and is viewed as practical and safe and achievable.

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**4.8**

Consultation response 3 – Home Boarding

Firstly I regard the fee the Council proposes to charge as being ridiculously high. In comparison to other councils who have already set a Home Boarding Licence fee, it is almost treble.

I would also like West Dunbartonshire Council to consider the clauses set out by the Highlands and Islands Council which seem more practical and reasonable.

The amount of dogs allowed within a premises on the Highlands and Islands licence is 6 and I feel this is more reasonable.

I would be interested in hearing progress with this licence and would like to be kept up to date with meetings that are scheduled to be held.

WDC response

(See General WDC response 4.12)

(Information on the level of fee can be seen at point 6.1)

The amount of dogs allowed within any given premises will be assessed on a case by case basis by Officers when carrying out the inspection of the premises.

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**4.9**

Consultation response 4 – Home Boarding

A few factors not acknowledged by the proposed fee are that no one whom home boards dogs do it as a full-time job. It is, for many local businesses an income booster and therefore the fee is completely disproportionate to achievable income for the service given. The fee alone is almost 3 times the price of other Home Boarding Licences handed out by Scottish Councils.

Anyway, the number of dogs allowed within a property on the Highlands and Islands licence is 6, in which I concur, however it would be reasonable for WDC to limit this on a case by case application.

Larger businesses by which I mean those who use more than one property for the purposes of home boarding for example (a business partnership) then each property should apply for the same license.

Unfortunately, I feel as the facts stand WDC have concluded that what they hear in the press and see on MSM is that dog walkers are making a mint and WDC wants their share. What's dog walking got to do with it I hear you say? Given the majority of dog walkers home board it has a lot to do with it. Should I be able to obtain a home boarding licence in a form other than it presently is then it will be dog walking that pays for it!

Please see attached Highlands and Islands Home Boarding license, a common-sense approach.

I hope WDC, during this consultation period find more practical conditions for the proposed Licensing of home boarders

#### WDC response

(See General WDC response 4.12)

(Information on the level of fee can be seen at point 6.1)

The amount of dogs allowed within any given premises will be assessed on a case by case basis by Officers when carrying out the inspection of the premises.

A licence will be required for each property having activities that fall within the licensing scheme. It is the premises that are normally licensed and accordingly West Dunbartonshire Council believe that it is necessary that each separate premises is licensed

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#### **4.10**

##### Consultation response 5 – Home Boarding

The response refers to the Home Boarding conditions in force in the Highlands and Islands Council. The response also refers to the proposed fee suggesting that it is too high.

(Information on the level of fee can be seen at point 6.1)

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#### **4.11**

##### Consultation response 6 – Home Boarding

Is it proposed to license domestic dog day boarders? We feel that, if not, a loophole will be created whereby less scrupulous boarders will say they are only day boarding when this is not the case. Not to include domestic dog day boarding will make policing the regulations much more problematic for Council

Officers. Additionally we would ask why day boarded dogs should not be afforded the same protection as dogs which will be boarded overnight?

#### WDC response

The penalties for operating without a licence are contained within the relevant section of the Act. A helpful link is provided here - <https://www.gov.uk/animal-boarding-establishment-licence>

Day boarding within a home boarding establishment is within scope of the licence conditions.

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The cost WDC intends to charge for the licence is £349.00. My partner and I provided costs from other local authorities detailing their licence fees. Why is there such a difference in cost? Between my partner and I we will have to pay for two licences at a cost of £698.00 which is a substantial sum for a small business. If WDC are serious about helping small businesses then the cost should be greatly reduced.

(Information on the level of fee can be seen at point 6.1)

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Why are businesses which provide Dog Home Boarding being regulated when the concerns of the public mostly relate to dog walkers who are known to walk up to 8 dogs with some or all off lead? A number of our clients have spoken to me, and my business partner, about the danger such walkers and the dogs in their charge pose. At recent meetings of Friends of Levensgrove Park the subject of Dog Walking Companies opening vehicle doors and allowing large numbers of dogs to roam free in the park with associated risks has been raised. Are there plans to licence Dog Groomers, Trainers etc?

We are also aware that a number of Dog Walkers and Dog Groomers in the WDC area home board dogs although they do not advertise this service. Are WDC going to ensure such persons are duly licensed?

#### WDC response

There are no current plans to licence either dog walkers or dog groomers at this stage however this will be monitored.

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In the past we have been contacted by WDC and other agencies requesting that we board dogs in emergency situations where a dog owner has been admitted to hospital or has otherwise become unable to care for their dog. The conditions proposed do allow for flexibility in such situations.

We have already taken bookings for next year and some of the dogs are not

neutered /dressed. Will we be able to honour these bookings? What will we do if we get further booking requests for such dogs?

WDC response

Licence holders should ensure that they comply with the licensing conditions once they are operating.

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We also need urgent clarification from WDC as to when a puppy becomes an adult.

WDC response

On the matter of puppies becoming dogs, this varies from breed to breed and should be evaluated on a case by case basis. The onus is on the licence holder to carry out this evaluation having researched information on the particular breed of dog in question where they are unsure.

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Consultation response 6 - Comments on Home Boarding Licence Conditions)

Condition 1.6: This is not clear and should it not read entire male dogs (including entire resident dogs) and bitches in season (including resident bitches in season) are not permitted to be boarded together. This includes bitches due to be in season.

WDC response

Condition 1.6 – This relates to the boarding together of entire males and bitches in season or about to come into season. It is regarded as sufficiently clear. A resident dog is defined as a dog which permanently resides at the licensed premises.

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Condition 1.10 - Will the number depend on the individual home where the dogs are to stay? Is there a limit on the number of resident dogs allowed?

WDC response

Condition 1.10 – The maximum number of dogs permitted to be boarded will be determined on a case by case basis.

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Condition 1.11: The documented trial familiarisation of co-boarded dogs is in some cases not practical. For example we have a number of clients who reside out with this area and as far away as the South of England. They come to stay

at holiday accommodation that does not allow dogs. The proposed condition, as it stands, would discourage certain dog owning tourists from coming to West Dunbartonshire and would have a detrimental effect on our business.

We have a large number of repeat clients whose dogs have boarded together perfectly happily in all circumstance. To separate these dogs would actually cause stress to the dogs. We would not leave dogs together unless we were certain all would be well. Business owners must be trusted to use their own judgement.

WDC response

Condition 1.11 – This condition is considered fair, reasonable and readily achievable. Licence holders who have previously co-boarded specific dogs should already hold the information required to satisfy the licence condition. Where dogs are to be co-boarded for the first time, the condition should be complied with.

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Condition 1.12: We complete a dog boarding form for each and every dog which contains all required details. Will this suffice as a register?

We feel that “at all reasonable time” should read “at all reasonable pre-arranged time.”

WDC response

Condition 1.12 – Comments are noted. Register information will be evaluated following licence application. The licencing authority retains the right to inspect conditions and documentation at all reasonable times. This is often by appointment to minimise disruption to business but may not be by appointment depending on circumstance.

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Condition 1.13 - LHPC has a stock of collars with our business name and telephone number thereon. In view of this we feel this condition should read “an appropriate collar or tag”

WDC response

Condition 1.13 – Comments are noted and condition 1.13 is amended.

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Condition 2.4 What is regarded as “sufficient space” and who decides this?

WDC response

Condition 2.4 – This is assessed by an Environmental Health Officer of West Dunbartonshire Council.

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Condition 5.2 There is a contradiction in terms in the first sentence.

WDC response

Condition 5.2 – The wording of the condition is amended to read ‘....or as soon as is practicable’

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Condition 6.1 What happens if, say a client who has travelled from a considerable distance who has not previously supplied a copy of relevant forms forgets same? Would a call to a client’s vet for verification suffice? Condition is too onerous.

WDC response

Condition 6.1 - Section 6 of the conditions are for animal health and public health protection. Licence holders must ensure compliance with disease control and vaccination conditions. Licence holders must not accept animals in circumstances that contravene the licence conditions. In the interests of compliance, businesses should communicate the requirements with clients in advance.

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Condition 6.2 Why 24 months?

WDC response

Condition 6.2 – The period stipulate allows verification of record keeping across licence periods and is considered reasonable and achievable. Other regulatory regimes require record keeping for longer periods.

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Condition 6.3 We feel this should read “no apparently sick animals.” We would ask for clarification on what is meant by “a sick animal.” Is there a list of conditions?

Condition 6.4 There should be exclusion for minor injuries and ailments.

WDC response

Condition 6.3 / 6.4 – The proposed conditions at 6.3 and 6.4 are thought to be sufficiently clear. The licence holder will be required to make the decision whether or not veterinary advice needs to be sought.

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Condition 6.5 Will we be supplied with a list of communicable diseases?

WDC response

Condition 6.5 – The condition relates to notifiable communicable diseases.

Veterinary advice would form part of the process. A helpful link is supplied here <http://www.gov.scot/Topics/farmingrural/Agriculture/animal-welfare/Diseases/disease/notifiable>

When in doubt – seek veterinary advice.

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Condition 8.1 The same problems exist here as referred to under Condition 1.11

WDC response

Condition 8.1 - This condition is considered fair, reasonable and readily achievable.

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Condition 8.3 now refers to the provision of muzzles. We deem this unnecessary as we would not board dogs that would require them or the dog catching device.

WDC response

Condition 8.3 - This condition is considered fair, reasonable and readily achievable and is safety related

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Condition 8.4 At what age does a puppy become an adult? There is much debate about this and it has been stated that there is no binary figure or calculation for this.

WDC response

Condition 8.4 – On the matter of puppies becoming dogs, this varies from breed to breed and should be evaluated on a case by case basis. The onus is on the licence holder to carry out this evaluation having researched information on the particular breed of dog in question where they are unsure.

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Condition 8.6 Again what is considered a communicable disease.

WDC response

Condition 8.6 – As per the response on Condition 6.5 above

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Condition 9.1 Why the period of 24 months?

WDC response

Condition 9.1 – As per the response on Condition 6.2 above

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Condition 12.1 The condition that dogs should not be left unattended in the vehicle other than to drop off/pick up dogs is too onerous. For example what if the person in charge of the dog(s) takes unwell or is injured or an emergency visit to the vets may necessitate non injured/ill dog(s) being left in the vehicle. These are just two examples of when this condition is not feasible or fair. It should state “should not be left unattended in circumstances that would be detrimental to the dog’s wellbeing.”

WDC response

Condition 12.1 - This condition is considered fair, reasonable and readily achievable and is for animal welfare. Licence holders should have operational procedures in place for emergency situations separate from the licensing conditions to cover such eventualities.

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**4.12**

General WDC response

Licensing of Dog Walkers is not currently proposed. There are no current plans to licence either dog walkers or dog groomers at this stage however this will be monitored.

The issue of the level of fees is covered in Paragraph 6.1 to this report.

Having taken the feedback into consideration, the original draft conditions have been amended at 1.9 to allow a higher dog to staff supervision ratio consistent with good business practice and manageable safety. The maximum number of dogs permitted to be freely mixing in an individual area is amended to 8, aligning with the minimum staff to dog ratio of 1:8.

**5. People Implications**

**5.1** There are no personnel issues.

**6. Financial and Procurement Implications**

**6.1** The current fee for an Animal Boarding licence is set at £349.00. The level of fee for this category of licence was agreed by the Licensing Committee on 1 June 2014 following an assessment of the cost of providing such a licence, thereafter

subject to annual inflationary increases.

## **7. Risk Analysis**

**7.1** There is no increased risk to the Council associated with the contents of this report.

## **8. Equalities Impact Assessment (EIA)**

**8.1** No significant issues were identified in the screenings for the potential equality impacts of these proposals.

## **9. Consultation**

**9.1** Businesses in West Dunbartonshire likely to be affected by the introduction of licensing conditions were included in a period of consultation and some provided feedback on the draft conditions. Feedback from consultees has been considered and included where appropriate. All consultation responses have been included within the background papers.

## **10. Strategic Assessment**

**10.1** The recommendations contained within this report support the Council's strategic priorities of improving economic growth and employability.

Strategic Lead - Regulatory

Date 31 March 2017

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**Appendices:** Appendix 1 – Proposed conditions for Home Boarding of dogs  
Appendix 2 – Proposed conditions for Commercial Day  
Boarding of dogs.

**Background Papers:** Responses to the Public Consultation

**Wards Affected:** N/A.



# APPENDIX 1

## **West Dunbartonshire Council**

### **Animal Boarding Establishments Act 1963**

#### **Home Boarding of Dogs**

#### **Licensing Conditions**

<b>1.0</b>	<b>GENERAL LICENCE CONDITIONS</b>
1.1	Unless otherwise stated, these conditions shall apply to all licensed areas including buildings and areas to which the dogs have access and / or which are used in association with the boarding of dogs and while the dogs are under the control of the licence holder or their representative(s).
1.2	The licence holder must not change, cause or permit to be made any material change to the licensed area of the premises (Home boarding establishment) or licensed activity without the prior consent of West Dunbartonshire Council. Any intended change must be notified to the licensing section of West Dunbartonshire Council for consideration for consent.
1.3	The Home boarding establishment licence holder shall ensure that adequate public liability and employer liability insurance and 'Care, custody and control' insurance where applicable is maintained at a sufficient level to cover the home boarding activity being undertaken.  Adequate Insurance detailed above shall be maintained during the period of the licence.  Certificates of insurance shall be displayed in a prominent position within the establishment to which the licence relates.
1.4	Dog(s) registered under the Dangerous Dogs Act 1991 are not permitted to be accepted for home boarding.
1.5	Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) and dogs subject to Dog Control Notices under the Control of Dogs (Scotland) Act 2010 are not permitted to be accepted for home boarding.
1.6	Entire males and bitches in season (or due within 21 days to be in season) are not permitted to be boarded together or boarded with resident dogs
1.7	Boarding of dogs under 6 months old is restricted to those that are suitably socialised and with suitable completed vaccinations with the exception of puppies being boarded with mothers or siblings. No other dogs may be boarded with such animals.
1.8	Dogs must not be boarded with any cat, unless such animals normally board together and there is prior agreement with the client/ animal owner.

1.9	The Licence and its conditions must be made available to the client / dog owner.
1.10	The maximum number of dogs day boarded (7am-7pm or part thereof) at any one time on the premises as specified on the licence shall not be exceeded.  The maximum number of dogs night boarded (7pm-7am or part there) of at any one time on the premises as specified on the licence shall not be exceeded.
1.11	Only dogs from the same household may be boarded together / at the same time unless the following precautions are taken; <ul style="list-style-type: none"> <li>• Written consent of each client / owner confirming consent for their dog to be boarded with other dog(s)</li> <li>• Documented trial familiarisation of the co-boarded dogs</li> <li>• Segregation of dogs from separate clients when left unattended</li> <li>• Segregation of dogs from separate clients during feeding.</li> </ul>
1.12	The means of dog transportation, the home boarding establishment and anything therein and the home boarding establishment register shall be made available for inspection at all reasonable time by Officials of West Dunbartonshire Council or a Veterinary Surgeon authorised by WDC under Section 2(1) of the Act.
1.13	The home boarding establishment must ensure that dogs wear an appropriate collar and, where appropriate, a tag during the period of home boarding. The tag shall be made of a durable, hard wearing material and shall display the contact telephone number of the home boarding establishment. A suitable collar bearing the contact telephone number of the home boarding establishment will be regarded as compliant.
1.14	The Home boarding establishment shall be operated in such a way as to avoid causing statutory nuisance to occupiers of neighbouring properties.

<b>2.0</b>	<b>CONSTRUCTION</b>
2.1	Dogs must be home boarded as pets. The construction of external buildings, housings, cages or runs for home boarding is not permitted.
2.2	There must be adequate provision of space, lighting, heating and ventilation for home boarded dogs.

2.3	So far as is reasonably practicable, all areas/rooms within the home boarding establishment to which the boarded dogs have access, must have no physical or chemical hazards that may cause injury or harm to boarded dogs.
2.4	The home boarding establishment must provide for sufficient space to separate boarded dogs where necessary.

<b>3.0</b>	<b>KITCHEN FACILITIES &amp; DOG FOOD STORAGE</b>
3.1	Appropriate containers must be provided and used for the storage of dry and wet dogfood (sealable, washable, pest proof containers).
3.2	Suitable refrigeration shall be provided for the storage of perishable dog / puppy food.
3.3	Equipment and utensils for use in connection with dog home boarding shall be capable of being cleaned and disinfected. Such equipment and utensils must be cleaned and disinfected as required.

<b>4.0</b>	<b>FOOD AND WATER SUPPLY</b>
4.1	A suitable supply of drinking water from a potable source must be maintained. Drinking water in bowls / containers shall be changed / replenished as frequently as necessary during the operation and daily as a minimum. Drinking vessels must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition.
4.2	A suitable supply of food shall be provided for each dog.
4.3	Feeding bowls / containers shall be changed / replenished as frequently as necessary during the operation and daily as a minimum. Food bowls / containers must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition. Each dog shall be provided with its own food bowl / container.

<b>5.0</b>	<b>CLEANLINESS</b>
5.1	All home boarding areas used by dogs must be kept clean and free from accumulations of dirt / faecal material and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort. Food preparation / storage areas shall be maintained in a clean condition.
5.2	All excreta and soiled material must be removed immediately from communal areas used by dogs or as soon as is practicable. Facilities for the disposal of animal waste

	shall be provided for.
5.3	All fittings, bedding and towels must be thoroughly cleaned as required.
5.4	Measures must be taken to minimise the risks from rodents, insects, and other pests within the establishment.

<b>6.0</b>	<b>DISEASE CONTROL AND VACCINATIONS (Prevention of the Spread of Infection – POSI)</b>
6.1	Dogs attending the home boarding establishment must have current vaccinations against Canine Distemper, kennel cough, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis ( <i>L.canicol</i> and <i>L. icterohaemorrhagiae</i> and Canine Parvovirus and other relevant diseases. A copy of all up to date certificates provided by the owner must be kept on-site throughout the period that the dog attends the home boarding establishment and shall be made available to the licensing section of West Dunbartonshire Council for inspection on request or other duly authorised officer of the Council.
6.2	Any dog attending the home boarding establishment shall have completed its first course of vaccinations at least four weeks before the first date of boarding, except in the case of a bitch being boarded with her puppies. Records of the vaccination history of boarded dogs must be kept for 24 months.
6.3	No sick animals shall be admitted to the home boarding establishment
6.4	Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness or the animal returned to its owner for care. Where any dog being boarded has become sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
6.5	Following the notification of infection of an appropriate communicable disease in a home boarded dog, the home boarding establishment must undergo a quarantine period based on veterinary advice.
6.6	West Dunbartonshire Council must be informed of the death of any dog in the home boarding establishment by the next working day.
6.7	A suitably stocked first-aid kit suitable for use on dogs must be available and accessible on site. Guidance on first aid provisions can be found on the HSE website at <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>
6.8	The licence holder should be registered with a veterinary practice that can provide advice and assistance. The Vet details of any home boarded dog must also be kept in a readily accessible location.

<b>7.0</b>	<b>EXERCISE OF DOGS</b>
7.1	Home Boarded dogs shall be exercised where appropriate. Dogs shall be kept under the control of the Home Boarding Establishment Operative during any period of exercise.
7.2	The home boarding establishment shall provide access to an appropriate external area for exercise. Any area to which home boarded dogs are given unrestricted access shall be secure and without risk of injury or harm.
7.3	The licensee shall inform the Licencing authority within 1 working day of the loss of any home boarded dog.

<b>8.0</b>	<b>ANIMAL WELFARE &amp; ISOLATION FACILITIES</b>
8.1.	A screening assessment of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff.
8.2	Any injuries which occur to dogs in the care of the licence holder must be recorded and such records retained and made available for inspection by West Dunbartonshire Council at all reasonable times.
8.3	A suitable range of muzzles of varying sizes and a suitable dog catching device must be provided at the establishment and be available for use.
8.4	Any puppies being accepted for day boarding shall be boarded in a separate area provided for puppy boarding.  Dogs that require food due to medical conditions shall be fed in a suitably isolated area.
8.5	Dogs showing signs of disease or illness shall be isolated from other boarded dogs and returned to their owner or appropriate veterinary advice sought and followed. An area for isolation use should be identified within the home boarding establishment until such time as the dog can be returned to its owner or transported to a vet.
8.6	Adequate measures shall be put in place to prevent the spread of communicable disease between the isolation area and other home boarding area and a quarantine period put in place as agreed with West Dunbartonshire Council following any relevant period of illness before any further home boarding of dogs.
8.7	Vehicle(s) used to transport a sick dog must be suitably cleaned and disinfected after use.

9.0	<b>REGISTER</b>
9.1	<p>A register must be kept of all dogs attending the facility. The information kept must include the following:</p> <ul style="list-style-type: none"> <li>- date of first attending and days of week normally attended by each dog.</li> <li>- name of dog, any identification system such as microchip number or tattoo</li> <li>- description, breed, age and gender of dog</li> <li>- name, address and telephone number of owner or keeper</li> <li>- name, address and telephone number of dog's veterinary surgeon</li> <li>- health, welfare and nutrition requirements</li> <li>- emergency contact details</li> <li>- written agreement in respect of emergency veterinary treatment</li> <li>- a written record of medicines administered</li> <li>- written agreement to exercise the dog off the premises, if appropriate.</li> </ul> <p>The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available for inspection on request by West Dunbartonshire Council</p>

<b>10.0</b>	<b>SUPERVISION</b>
10.1	A fit and proper person with relevant experience must be present to exercise supervision and deal with any emergencies. No person under the age of 16 years shall be left unaccompanied with home boarded dogs.
10.2	Resident dogs shall be segregated from Home boarded dogs during any unsupervised period unless the written consent of the home boarded dog owner is obtained. Any unsupervised period shall not exceed 3 hours.
10.3	Home boarded dogs shall be appropriately supervised with no unsupervised period of greater than 3 hours in any one day.

<b>11.0</b>	<b>TRAINING</b>
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11.1	The licence holder and any other person engaged in the home boarding establishment should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other relevant aspects of the licence conditions applicable to them.
11.2	A written record of staff training related to the operation of the licensed activity must be provided for and maintained.

<b>12.0</b>	<b>TRANSPORTATION OF DOGS</b>
12.1	<p>Vehicles used by the home boarding establishment for the transportation of dogs must be kept clean and in good condition. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. Vehicles must be secure and should not be left unattended other than to drop off or pick up dogs. Vehicles used in the course of the licensed activity shall be specified on the licence. Any intended change in vehicle to be used in the licensed activity shall be notified to the licensing section of West Dunbartonshire Council</p> <p>The licensee shall put in place appropriate procedures to deal with vehicle breakdown and recovery in the event of a vehicle which is being used for transporting dogs breaking down. This should include sufficient leads to safely evacuate the dogs.</p>
12.2	Where the home boarding establishment uses vehicles to collect and return dogs, the dogs must be collected from and returned to houses on a lead to minimise the risk of any dog escaping. During transit, dogs must not travel with a lead on (strangulation prevention measure).
12.3	Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during warm/hot weather, water must be available in the vehicle.
12.4	The licence holder must provide a suitably stocked first aid kit suitable for use on dogs and available in vehicles used to transport dogs. Guidance on first aid provisions can be found on the HSE website at <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>

<b>13.0</b>	<b>FIRE / EMERGENCY PRECAUTIONS</b>
13.1	Appropriate steps must be taken for the protection and evacuation of dogs in the event of fire or other emergencies.
13.2	Suitable and sufficient Fire Safety equipment such as smoke detection must be provided and maintained at the home boarding establishment

13.3	Precautions must be taken to prevent any accumulation of flammable materials which may present a risk of fire.
13.4	Heating in rooms where dogs are boarded shall be of a safe heating type. Freestanding oil or gas appliances are not permitted.
13.5	<p>The establishment must put in place and maintain a procedure for dealing with the escape of boarded dogs. This should include:-</p> <ul style="list-style-type: none"> <li>• Training of persons involved in the activity of home boarding dogs</li> <li>• Contact with the dog owner and local authority following the escape of a boarded dog</li> <li>• The availability and use of equipment for securing dogs that have escaped.</li> </ul>

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## APPENDIX 2

**West Dunbartonshire Council**  
**Animal Boarding Establishments Act 1963**  
**Commercial Day Boarding of Dogs**  
**Licensing Conditions**

<b>1.0</b>	<b>GENERAL LICENCE CONDITIONS</b>
1.1	Unless otherwise stated, these conditions shall apply to all licensed areas including buildings and areas to which the dogs have access and / or which are used in association with the commercial day boarding of dogs and while the dogs are under the control of the licence holder or their representative(s)
1.2	The licence holder must not change, cause or permit to be made any material change to the premises (commercial day boarding establishment) or licensed activity without the prior consent of West Dunbartonshire Council. Any intended change must be notified to the licensing section of West Dunbartonshire Council for consideration for consent.
1.3	The commercial day boarding establishment licence holder shall ensure that adequate public liability and employer liability insurance is maintained at a sufficient level to cover the licensed activity.  Adequate Employers Liability and Public Liability Insurance shall be maintained during the period of the licence.  Certificates of insurance shall be displayed in a prominent position within the establishment to which the licence relates.
1.4	Dog(s) registered under the Dangerous Dogs Act 1991 are not permitted to be accepted for day boarding.
1.5	Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) and dogs subject to Dog Control Notices under the Control of Dogs (Scotland) Act 2010 are not permitted to be accepted for day boarding.
1.6	Dogs only are permitted to be accepted for day boarding (7am – 11pm).
1.7	Dogs are not permitted to be boarded overnight (11pm-7am).

1.8	A copy of the Licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment.
1.9	The maximum number of dogs kept at any time on the premises as specified on the licence shall not be exceeded  The minimum number of members of staff shall be a ratio of staff to dogs no less than (1:8)  The maximum number of dogs permitted to be freely mixing in any individual area is 8
1.10	All dogs being commercially day boarded shall wear a collar and identifying tag or a collar bearing suitable identifying information
1.11	The Commercial Day Boarding Establishment shall be operated in such a way as to avoid causing statutory nuisance to occupiers of neighbouring properties.

<b>2.0</b>	<b>CONSTRUCTION AND MAINTENANCE</b>
2.1	The commercial day boarding establishment must be laid out and operated in accordance with an approved plan, to be submitted to West Dunbartonshire Council in advance of the licence being issued. The licence only applies to the approved plan.  Before carrying out any alterations, a plan of operation must be submitted to and approved by West Dunbartonshire Council.
2.2	Fencing materials must be secure and safe.  Fences and / or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by unauthorised persons.  Where metal bars and frames are used they must be of a suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Any metal edging must not present a risk of injury.  Doors, fences and/or barriers must be of adequate strength and construction to resist impact and scratching.
2.3	A double gate system shall be provided at the entrance / exit to the premises to permit the controlled access and egress of dogs.

2.4	The general construction of the commercial day boarding establishment must be such that the security of dogs is ensured.
2.5	<p>All doors must be secure and lockable and gates shall be secured to prevent dogs from escaping and to prevent access by unauthorised persons.</p> <p>External exercise areas must be sufficiently secure to prevent unauthorised persons from having contact with the dogs.</p>
2.6	<p>Wood should not be used in exposed new build construction of walls, floors, partitions, door frames or doors within the dog indoor common area. Where wood has been used in pre-existing construction it must be smooth and treated to render it impervious.</p> <p>All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious and capable of being easily cleaned and disinfected where necessary. There must be no projections or rough edges liable to cause injury.</p>

2.7	All structural exterior wood i.e. fence posts must be properly treated against wood rot, e.g. tanalised. Non-toxic products shall be used in any wood treatment.  Wood is not permitted for agility or play equipment.
2.8	Junctions between the walls and floors in areas used by dogs shall be covered to facilitate cleaning. Where it is impractical to do this, all joints must be sealed.
2.9	All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection and shall be of a material capable of being cleaned. Such furnishings shall be inspected on a daily basis for damage or disrepair. Any damaged or ripped items of furniture shall be repaired or replaced.  No carpet or rugs are to be used within the boarding establishment.
2.10	All windows and openings which pose a security risk / risk of dog egress must be suitably proofed against ingress/egress.
2.11	Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practicable, natural light, shall be the primary light source.
2.12	Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts.
2.13	The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition.

<b>3.0</b>	<b>DRAINAGE</b>
3.1	The establishment must be connected to mains drainage or an appropriate localised sewage disposal system.
3.2	External areas accessible to dogs must be suitably drained. Internal drainage to be adequate to prevent ponding of water.

<b>4.0</b>	<b>KITCHEN FACILITIES</b>
4.1	A separate area clearly marked and hygienically constructed shall be provided for the storage and preparation of dog/ puppy food.
4.2	A sink with hot and cold running water must be provided for the washing of food and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use in an accessible location.

4.3	Suitable refrigeration shall be provided for the storage of perishable dog / puppy food.  A refrigerator shall be provided for the storage of veterinary medicines requiring refrigeration.
4.4	Equipment and utensils for use in connection with dog boarding shall be capable of being cleaned and disinfected. Such equipment and utensils must be cleaned and disinfected as required.
4.5	Suitable containers must be provided for the storage of food and shall be so constructed and kept in good order, repair and condition and stored so as to protect against access by insects and other pests.

<b>5.0</b>	<b>WATER SUPPLY</b>
5.1	A suitable supply of drinking water from a potable source must be maintained. Drinking water in bowls / containers shall be changed / replenished as frequently as necessary during the operation and daily as a minimum. Drinking vessels must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition.

<b>6.0</b>	<b>CLEANLINESS</b>
6.1	All indoor areas used by dogs must be kept clean and free from accumulations of dirt / faecal material and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort. Food preparation / storage areas shall be maintained in a clean condition.
6.2	All excreta and soiled material must be removed immediately from communal areas used by dogs or as soon as is practicable from the isolation kennel(s) or other areas used to house dogs.
6.3	All fittings, bedding and towels must be thoroughly cleaned as required.
6.4	Facilities must be provided for the proper reception, storage and disposal of all waste. Arrangements must be made with the Waste Collection Authority or a waste management contractor authorised for the purposes of the duty of care, for removal of waste from the establishment under the Environmental Protection Act 1990.
6.5	All cleaning chemicals and materials used must not be harmful to dogs and must be stored in a secure cupboard or cabinet or unit.
6.6	Measures must be taken to minimise the risks from rodents, insects, and other pests within the establishment.

<b>7.0</b>	<b>TEMPERATURE</b>
7.1	Suitable and safe means shall be provided for heating the common indoor area(s) or section of the indoor area sufficient in size to accommodate the number of dogs being boarded.
7.2	A maximum temperature of 26°C (79°F) should not to be exceeded in normal circumstances.  Dog's access shall be maintained to an area where the temperature does not fall below 10°C. This should equate to 1 square metre per dog.
7.3	Adequate shade shall be provided in outdoor area(s) to protect animals from direct sunshine. Adequate shelter shall also be provided to protect against inclement weather.

<b>8.0</b>	<b>ANIMAL WELFARE</b>
8.1.	A screening assessment of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff.
8.2	Any injuries which occur to dogs in the care of the licence holder must be recorded and such records retained and made available for inspection by West Dunbartonshire Council at all reasonable times.
8.3	Entire males and bitches in season or bitches due within 21 days of the start of boarding to be in season must not be boarded together.
8.4	A suitable range of muzzles of varying sizes and a suitable dog catching device must be provided at the establishment and be available for use.
8.5	Any puppies being accepted for day boarding shall be boarded in a separate area provided for puppy boarding.  Dogs that require food due to medical conditions shall be fed on the premises in a suitably isolated area.
8.6	A method of review must be in place to ensure that dogs are excluded if they exhibit aggressive /risk behaviour.
8.7	Appropriate resting / 'time out' facilities shall be provided for disobedient or tired dogs.
8.8	Dogs must have access to a suitable secure outdoor area.

8.9	<p>Dogs exercised outwith the premises must be kept on a lead at all times unless they are being exercised in a safe and secure area e.g. in a field with the gates closed and with written consent of the individual owners.</p> <p>A risk assessment must be carried out to ensure that the appropriate numbers of dogs are exercised by a particular person.</p>
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<b>9.0</b>	<b>DISEASE CONTROL AND VACCINATIONS</b>
9.1	<p>Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites, including fleas, ticks and intestinal parasites amongst the dogs, staff and visitors.</p> <p>An Infection Control Policy shall be in place, detailing the steps to be taken in the event of a sick dog arriving at the premises (e.g. denial of entry) or becoming ill during the period of stay (e.g. return to owner). Staff shall be trained in and dog owners shall be made aware of such a policy.</p>
9.2	Communal water facilities where provided shall have running / flowing water. Still/ stagnant water pools shall be avoided.
9.3	Dogs attending the day boarding establishment must have current vaccinations against Canine Distemper, kennel cough, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis ( <i>L.canicol</i> and <i>L. icterohaemorrhagiae</i> and Canine Parvovirus and other relevant diseases. A copy of all up to date certificates provided by the owner must be kept on-site throughout the period that the dog attends the day boarding establishment and shall be made available on request to the licensing section of West Dunbartonshire Council or other duly authorised officer of the Council.
9.4	Any dog attending the dog boarding establishment shall have completed its first course of vaccinations at least four weeks before the first date of boarding.
9.5	No sick animals shall be admitted to the dog boarding establishment
9.6	Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog being boarded has become sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
9.7	Following the notification of infection of an appropriate communicable disease, the establishment must undergo a quarantine period based on veterinary advice.
9.8	The local authority must be informed of the death of any dog in the establishment by

	the next working day.
9.9	A suitably stocked first-aid kit suitable for use on dogs must be available and accessible on site.
9.10	The licence holder should be registered with a veterinary practice that can provide advice and assistance. The Vet details of any boarded dog must also be kept in a readily accessible location.

<b>10.0</b>	<b>ISOLATION FACILITIES</b>
10.1	Suitable isolation facilities must be provided, with adequate heating and ventilation, to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet.
10.2	Isolation facilities must be separate and physically isolated from the main activity areas. The separation distance must be a minimum of 5m.
10.3	Adequate facilities shall be provided to prevent the spread of communicable disease between the isolation facilities and communal dog areas.
10.4	Suitable prevention of the spread of infection measures (hand washing etc.) must be maintained by the day boarding establishment employees and others in contact with dogs after leaving the isolation facilities and before visiting any other area used to house dogs.
10.5	Any vehicle used to transport a sick dog must be cleaned and disinfected after use.

<b>11.0</b>	<b>REGISTER</b>
11.1	<p>A register must be kept of all dogs attending the facility. The information kept must include the following:</p> <ul style="list-style-type: none"> <li>- Date of first attending and days of week normally attended by each dog.</li> <li>- name of dog, any identification system such as microchip number or tattoo</li> <li>- description, breed, age and gender of dog</li> <li>- name, address and telephone number of owner or keeper</li> <li>- name, address and telephone number of dog's veterinary surgeon</li> <li>- health, welfare and nutrition requirements</li> <li>- emergency contact details</li> <li>- written agreement in respect of emergency veterinary treatment</li> <li>- a written record of medicines administered on the premises</li> <li>- Written agreement to exercise the dog off the premises, if appropriate.</li> <li>- Photograph of dog</li> </ul> <p>The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available</p>

	for inspection on request by West Dunbartonshire Council and must be available to the dog boarding establishment key members
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<b>12.0</b>	<b>SUPERVISION</b>
12.1	<p>A fit and proper person with relevant experience must be nominated and be present at all times to exercise supervision and deal with any emergencies.</p> <p>Employees must not be under the age of 16 and no one under the age of 18 shall be a nominated person.</p>
12.2	Dogs in the common indoor and outdoor areas shall be supervised

<b>13.0</b>	<b>STAFF TRAINING</b>
13.1	Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other relevant aspects of the licence conditions applicable to them.
13.2	A written training policy and records of training must be provided for permanent, part time and seasonal workers.

<b>14.0</b>	<b>TRANSPORTATION OF DOGS</b>
14.1	<p>Vehicles used by the establishment for the transportation of dogs must be kept clean and in good condition. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. Vehicles must be secure and should not be left unattended other than to drop off or pick up dogs. Vehicles use in the course of the licensed activity shall be specified on the licence. Any intended change in vehicle so the used in the licensed activity shall be notified to the licensing section of West Dunbartonshire Council.</p> <p>A written emergency break down procedure should be in place in the event of a vehicle which is being used for transporting dogs breaking down. This should include sufficient leads to safely evacuate the dogs.</p>

14.2	Where the dog boarding establishment uses vehicles to collect and return dogs, the dogs must be collected from and returned to houses on a lead to minimise the risk of any dog escaping. During transit, dogs must not travel with a lead on (strangulation prevention measure).
14.3	Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during warm/hot weather, water must be available in the vehicle.
14.4	The licence holder must provide a suitably stocked first aid kit suitable for use on dogs and available in vehicles used to transport dogs. Guidance on first aid provisions can be found on the HSE website at <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>

<b>15.0</b>	<b>FIRE / EMERGENCY PRECAUTIONS</b>
15.1	Appropriate steps must be taken for the protection and evacuation of dogs in the event of fire or other emergencies.
15.2	A suitable emergency evacuation plan and fire warning procedure must be drawn up, implemented and displayed at the establishment. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.
15.3	Suitable and sufficient Fire Safety equipment (smoke detection and means of fire suppression where applicable) must be provided and maintained at the establishment
15.4	There must be adequate means of raising an alarm in the event of a fire or other emergency.
15.5	Precautions must be taken to prevent any accumulation of flammable materials which may present a risk of fire.

15.6	<p>The establishment must put in place and maintain a procedure for dealing with the escape of boarded dogs. This should include:-</p> <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Contact with the dog owner and local authority following the escape of a boarded dog</li> <li>• The availability and use of equipment for securing dogs that have escaped.</li> </ul>
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