

## 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	<p>The maximum number of dogs kept at any time on the premises as specified on the licence shall not be exceeded:</p> <p>The minimum number of members of staff shall be a ratio of staff to dogs no less than (1:8).</p> <p>For licence holders meeting intermediate qualification standard attainment as listed in Annex A to the conditions, the minimum number of members of staff shall be a ratio of staff to dogs no less than (1:10).</p> <p>For licence holders meeting advanced qualification standard attainment as listed in Annex A to the conditions, the minimum number of members of staff shall be a ratio of staff to dogs no less than (1:12).</p> <p><b><u>Annex A</u></b></p> <p><b><u>Intermediate Qualification Standards</u></b></p> <p>Intermediate: (Max ratio 1:10): -</p> <p>The applicant shall have a minimum of 2 years experience of dog management within a multiple dog environment and must be able to provide evidence of the following:-</p> <ol style="list-style-type: none"> <li>1. Achieved a minimum of 2 certifications/qualifications in dog behaviour or equivalent from one of the recognised bodies noted below</li> <li>2. Be a registered (full) member of at least one of the below noted bodies ( marked with *) <ul style="list-style-type: none"> <li>• <i>Academy of Dog Training and Behaviour</i></li> <li>• <i>(ADTB)*Association of Pet Behaviour Counsellors (APBC)*</i></li> <li>• <i>Association of Pet Behaviourist and Trainers (APBT)*</i></li> <li>• <i>Association of Pet Dog Trainers (APDT)*</i></li> <li>• <i>British Veterinary Behaviour Association*</i></li> <li>• <i>British Institute of Professional Dog Trainers*</i></li> <li>• <i>The Canine Behaviour and Training Society (TCBTS)*</i></li> <li>• <i>Centre of Applied Pet Ethology (COAPE)</i></li> <li>• <i>Guild of Dog Trainers*</i></li> <li>• <i>Institute for Animal Care Education*</i></li> <li>• <i>Institute of Modern Dog Trainers (IMDT and IMDTB)*</i></li> <li>• <i>Kennel Club Accredited Instructors Organisation*</i></li> <li>• <i>Pet Professional Guild*</i></li> <li>• <i>Professional Association of Applied Canine Trainers (PAACT)*</i></li> <li>• <i>RSPCA/SSPCA</i></li> </ul> </li> </ol>

- *Dogs Trust*

3. Hold a Current (and Valid) UK Recognised Pet First Aid Certificate

**Advanced Qualification Standards**

Advanced: (Max ratio 1:12): -

The applicant shall have a minimum of 3 years experience of dog management within a multiple dog environment and be able to provide evidence of the following:-

1. A degree or diploma in canine behaviour, canine psychology or equivalent and/or successfully completed (and passed) at least 2 certified courses within the preceding 3 years of applying from the following organisations:

*Academy of Dog Training and Behaviour (ADTB)\**  
*Association of Pet Behaviour Counsellors (APBC)\**  
*Association of Pet Behaviourist and Trainers (APBT)\**  
*Association of Pet Dog Trainers (APDT)\**  
*British Veterinary Behaviour Association\**  
*British Institute of Professional Dog Trainers\**  
*The Canine Behaviour and Training Society (TCBTS)\**  
*Centre of Applied Pet Ethology (COAPE)*  
*Guild of Dog Trainers\**  
*Institute for Animal Care Education\**  
*Institute of Modern Dog Trainers (IMDT and IMDTB)\**  
*Kennel Club Accredited Instructors Organisation\**  
*Pet Professional Guild\**  
*Professional Association of Applied Canine Trainers (PAACT)\**  
*Registered UK University (Degree, Post-Degree)*  
*Registered UK College (Certificate, Diploma)*  
*RSPCA/SSPCA*  
*Dogs Trust*

2. Be a registered (full) member of at least one of the above (denoted with \*)
3. Hold a Current (and Valid) UK Recognised Pet First Aid Certificate

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	<p>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.</p> <p>Before carrying out any alterations, a plan of operation must be submitted to and approved by West Dunbartonshire Council.</p>
2.2	<p>Fencing materials must be secure and safe.</p> <p>Fences and / or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by unauthorised persons.</p> <p>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.</p> <p>Doors, fences and/or barriers must be of adequate strength and construction to resist impact and scratching.</p>
2.3	<p>A double gate system shall be provided at the entrance / exit to the premises to permit the controlled access and egress of dogs.</p>
2.4	<p>The general construction of the commercial day boarding establishment must be such that the security of dogs is ensured.</p>
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	<p>Communal water facilities where provided shall have running / flowing water. Still/ stagnant water pools shall be avoided.</p>
9.3	<p>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.</p>
9.4	<p>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.</p>
9.5	<p>No sick animals shall be admitted to the dog boarding establishment</p>
9.6	<p>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.</p>
9.7	<p>Following the notification of infection of an appropriate communicable disease, the establishment must undergo a quarantine period based on veterinary advice.</p>
9.8	<p>The local authority must be informed of the death of any dog in the establishment by</p>

	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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