

**London Borough of Enfield  
Animal Boarding Establishments Act 1963**

**Standard Conditions – Effective from 1 Jan 2008**

**PART 1 - GENERAL**

1. In these conditions, the following expressions have the meanings respectively assigned to them:
  - 'Animal' means Dogs or Cats (Section 9)
  - 'Authorised Officer' means a person authorised by a local authority in pursuance of Section 2 of the Animal Boarding Establishments Act 1963.
  - 'Keeping an Animal Boarding Establishment' has the meaning set out in Section 5 (1) of the Animal Boarding Establishments Act 1963
  - 'Licence' means a licence to keep an animal boarding establishment granted under Section 3 of the Animal Boarding Establishments Act 1963.
  - 'Licensee' means the person or corporate body licensed under Section 3 of the Animal Boarding Establishments Act 1963
  - 'Local Authority' means the Council of the London Borough of Enfield
  - 'Premises' means any premises within the Council's area licensed to keep an animal boarding establishment.
  - 'Veterinary Surgeon' means a person who is for the time being registered in the Register of Veterinary Surgeons.
  - 'Veterinary Practitioner' means a person who is for the time being registered in the Supplementary Veterinary Register

**PART 2 – RULES THAT APPLY TO ALL ANIMAL BOARDING ESTABLISHMENT PREMISES**

**Animal Boarding Licence**

2. These licence conditions shall apply to all buildings and areas to which dogs/cats have access and/or are used in association with the boarding of dogs/cats. Use of the term kennel/unit refers to combined sleeping and individual exercise areas.

**Licence/insurance display**

3. A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.
4. A copy of the current public liability insurance certificate must be suitably displayed in a prominent position in, on or about the boarding establishment.
5. Details of the local veterinary surgeon with whom the establishment has a working arrangement must be prominently displayed in, on or about the boarding establishment, alongside the licence and insurance details.

**Construction**

**(i) General**

6. Animals, at all times, shall be kept in accommodation, the location and surroundings of which are safe.
7. Animals, at all times, shall be kept in accommodation which is suitable and adequate in construction. Compliance with the following licence conditions is regarded as a minimum acceptable standard.

8. The establishment must, at all times, be laid out and operated in accordance with an approved plan to be attached to the licence. Any proposals to alter or change the layout must be submitted to and approved by the licensing officer of the council before carrying out the work.
9. Where wood has been used in the construction, it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors in the animal enclosures. There must be no projections liable to cause injury.
10. Fencing material must be secure and safe.
11. Sleeping areas of kennels/units must be so insulated as to prevent extremes of temperature. The construction must be such that the security of the animal is ensured.
12. All exterior wood must be properly treated against wood rot. Only products, which are not toxic to cats, may be used.
13. All external surfaces used in the construction of walls, floors, partitions, doors and doorframes to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
14. All areas to which cats have free access must be roofed.
15. All new units built after 1 April 2002 must be built on a concrete base with a damp proof membrane to building regulation standards. This should have a minimum fall of 1 in 80.

**(ii) Walls and partitions**

16. Walls with which animals may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks are used in such walls, they must be sealed so as to be smooth and impervious and resealed as necessary.
17. Junctures between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
18. Partition walls between dog kennels must be of solid construction to a minimum height of 1.2 metres (4 feet).
19. In new construction (after 1 April 2002) for dogs, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.
20. For catteries, full-length sneeze barriers must be provided where the gap between units is less than 625 millimetres (2 feet).

**(iii) Floors and concrete bases**

21. Floors of all buildings, individual exercise areas and kennels/units must be of smooth, impervious materials, capable of being easily cleansed and in new kennels and catteries must incorporate a damp proof membrane.

22. All floors of kennels/units and individual exercise areas must be constructed and maintained in such condition as to prevent ponding of liquids.
23. In new construction (after 1 April 2002) floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
24. Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

**(iv) Ceilings and roofing**

25. Ceilings must be capable of being easily cleansed and disinfected.
26. For catteries, all exercise areas and the safety passage should be covered with mesh and impervious material, a proportion of which must be translucent.

**(v) Doors**

27. Kennel/unit doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
28. 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 to the animal. For cats, adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.
29. Door openings must be constructed such that the passage of water/waste is not impeded or allowed to gather due to inaccessibility.

**(vi) Windows**

30. All windows which pose a security risk, must be escape proof at all times.

**(vii) Drainage**

31. The establishment must be connected to a main drainage or an approved, localised sewage disposal cistern.

**(viii) Lighting**

32. 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.
33. Adequate supplementary lighting must be provided throughout the establishment.

**(ix) Ventilation**

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

**(x) Maintenance**

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

**Numbers of animals**

36. Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with a written consent of the animals' owner.
37. Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with a written consent from the animals' owner.
38. Holding kennels/units may be provided for temporarily accommodating a dog/cat for not more than 24 hours. For dogs, holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 square metres (25 square feet). For catteries, existing holding units must have a minimum floor area of 0.84 square metres (9 square feet). In construction after 1 April 2002 the floor area must be a minimum of 1.12 square metres (12 square feet). Holding units must have a minimum height of 0.9 metres (3 feet).
39. No animals other than dogs/cats are to be boarded within the licence facilities without the written approval of the local authority.
40. Where stray animals are accepted by the establishment, they must be kept in a separate area away from boarded animals.

**Kennel/unit size, layout and exercise facilities**

**Dogs**

41. For kennels constructed after 1 April 2002, each kennel must be provided with a sleeping area of at least 1.9 square metres (20 square feet).
42. For kennels constructed after 1 April 2002, each kennel must be provided with an exercise area of at least 2.46 square metres (26 square feet) (for dogs up to 0.6 metres or 24 inches high at the shoulder) or 3.35 square metres (36 square feet) 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.
43. Kennels must have a minimum height of 1.8 metres (6 feet) to facilitate adequate access by kennel staff for cleaning.
44. Kennels and exercise areas must open into secure corridors or other secure areas so that dogs are not able to escape from the premises.
45. Exercise areas must not be used as bedding areas.

**Cats**

46. In units constructed after 1 April 2002, each unit must have a sleeping area and an adjoining exercise area which is exclusive to that unit. Each unit must be provided with a sleeping area of at least 0.85 square metres (9 square feet) for one cat, 1.5 square metres (16 square feet) for two cats, 1.85 square metres (20 square feet) for up to four cats. Units may be designed as suitable for a specific number of cats, greater than four, at the discretion of the licensing authority.
47. Units must have a minimum internal height of 1.8 metres (6 feet).

48. The height of the sleeping area must be at least 0.91 metres (3 feet) in areas built prior to 1 April 2002 and 1.22 metres (4 feet) in area built after 1 April 2002.
49. For units constructed after 1 April 2002, each unit must be provided with an exercise area of at least 1.7 square metres (18 square feet) for a single cat, 2.23 square metres (24 square feet) for two cats, 30 square feet for up to four cats.
50. Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
51. Exercise areas must not be used as sleeping areas.
52. There must be direct and voluntary access to the exercise area.
53. 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 sighted out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

## **Management**

### **(i) Training**

54. A written staff training policy must be provided. Systematic training of staff must be demonstrated and records of such training shall be available to council officers on request. this shall include seasonal or temporary staff.
55. Operators and staff shall, as a minimum requirement demonstrate that they have attended a suitable course on cattery or kennel management, such as run by the college of animal welfare or similar, or be able to demonstrate sufficient knowledge and experience of the following matters; animal health, vaccination, first aid, parasites, health and safety including emergency procedures, nutrition, dog training, dog handling equipment, healthcare.

### **(ii) Temperature in kennels**

56. Heating facilities must be available in the kennel/unit and used according to the requirements of the individual dog/cat.
57. There must be some part of the animal's sleeping area where the dog/cat is able to enjoy a temperature of at least 10°C/50°F.
58. In isolation kennels there should be a means of maintaining the temperature at a level for the conditions of the dog/cat and dependent on veterinary advice.

### **(iii) Cleanliness**

59. All kennels/units, corridors, communal areas, kitchens etc. must be kept clear 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 animal comfort.
60. Each occupied kennel/unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs/cats at least daily and more often if necessary.

61. All bedding areas must be kept clean and dry.
62. Each kennel/unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
63. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs/cats with infectious diseases. The final disposal route for all such waste must be an incinerator.
64. Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.
65. For cats, suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

**(iv) Food and water supplies**

66. All dogs must be adequately supplied with suitable food. Also water must be available at all times and changed daily.
67. All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately eight hours apart. Also wholesome water must be available at all times and changed daily.
68. Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition. Disposable eating dishes may be used.
69. Eating vessels must be cleansed after each meal.
70. Drinking vessels must be cleansed at least once a day.

**(v) Kitchen facilities**

71. Exclusive facilities, hygienically structured and maintained, must be provided for the storage and preparation of food for the dogs/cats.
72. Where fresh and cooked meats are stored, refrigerating facilities must be provided and potential food contamination must be avoided.
73. 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.
74. Containers must be provided for the storage of food and shall be so constructed and kept in such good order, repair and condition as to be proofed against insects and other pests.

**(vi) Disease control and vaccination**

75. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs/cats, staff and visitors.
76. 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 first date of boarding and in accordance with the vaccine manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
77. 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 or in accordance with the vaccine manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
78. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog/cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
79. A well-stocked first aid kit suitable for use on dogs/cats must be available and accessible on site.
80. A suitable range of dog muzzles of varying sizes and a suitable dog catching device must be kept on site.

**(vii) Isolation**

81. Isolation facilities must be provided.
82. In existing establishments, these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels/units by a minimum of 5 metres (15 feet) for dogs and 3 metres (10 feet) for cats. for facilities constructed after 1 April 2002 the minimum separation distance from main kennel units shall be 10 metres.
83. Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels/units must be provided.
84. Hands must be washed after leaving the isolation facilities before visiting the other kennels/units.

**(viii) Register**

85. A register must be kept for all dogs/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 telephone number of owner or keeper.
- name, address and telephone number of contact person whilst boarded.
- name, address and telephone number of dog's/cat's veterinary surgeon.
- anticipated and actual date of departure.
- health, welfare and nutrition requirements.

86. The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised council officer easy access to such information.

87. 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.

**(ix) Identification of kennels/units**

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

**(x) Supervision**

89. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs/cats are boarded at the premises. In this instance, a fit and proper person is deemed to be one who meets the requirements set out in condition 55.

90. Dogs/cats must be visited at regular intervals as necessary for their health, safety and welfare. As a minimum, animals should be visited at least every 4 hour during the day, starting no later than 8am until 6pm, with a late evening visit between 9pm and midnight, to check the welfare of the animals and check the heating is working. In the event of unusually harsh weather conditions, or other conditions giving rise to potential risk to their safety of welfare they should be visited more frequently.

**(xi) Emergencies/fire precautions**

91. Appropriate steps must be taken for the protection of the dogs/cats in the case of actual or potential fire, flood or other emergencies. If necessary, the animals must be taken to a place of safety.

92. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs/cats are to be evacuated in the event of a fire or other emergency.

93. Fire fighting equipment must be provided in accordance with advice given by the fire prevention officer.

94. All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels/units.

95. Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs/cats.



96. Precautions must be taken to prevent any accumulation, which may present a risk of fire.
97. There must be adequate means of raising an alarm in the event of a fire or other emergency.

**Additional conditions**

98. The licensee shall immediately report any deaths of animals as they occur, to the council's licensing officer and to the veterinary surgeon with whom there is a current working arrangement.
99. The council may set any other appropriate conditions it deems necessary to secure the health safety and welfare of the animals, specific to the location and nature of the premises. The following such condition(s) is/are attached to this licence:- None