

## Shared Regulatory Services – Bridgend, Cardiff and the Vale of Glamorgan Councils. Cattery Establishments – Conditions of Licence

### ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Version 2 updated 21.11.24

#### Introduction

1. Unless otherwise stated, these conditions shall apply to all buildings and areas that are used in association with the boarding of cats.

\*\*Use of the term 'unit' in these conditions refers to combined sleeping and exercise areas.

#### Licence Display

2. 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.

#### Construction

##### General

3. The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licencing officer of the local authority.
4. All new units 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. (See 15)
5. All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.
6. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury. Any wood being



used must be covered and protected by an impervious material. Painting / treating wood is not acceptable. Wood is not suitable for new builds.

7. Sleeping areas of units must be so insulated as to prevent draught and extremes of temperature.
8. Fencing material must be secure and safe.
9. The construction must be such that the security of the cat is ensured.
10. All areas to which cats have free access must be roofed. (See 17)

### Walls

11. The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed and disinfected. 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.
12. Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
13. Full length sneeze barriers must be provided where the gap between units is less than 625mm (2ft).

### Floors and concrete bases

14. The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed and disinfected. In new catteries, this must incorporate a damp proof membrane.
15. Floors of all units and individual exercise areas must be constructed and maintained in such condition as to prevent ponding of liquids. (See condition 4)

### Ceilings and roofing

16. Ceilings must be capable of being easily cleansed and disinfected.
17. All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

### Doors

- 18.** Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 19.** Where metal edging is used, this must not present a risk of injury to the cats.
- 20.** Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

### Windows

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

### Drainage

- 22.** Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

### Lighting

- 23.** 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.
- 24.** Adequate supplementary lighting must be provided throughout the establishment.

### Ventilation

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

## Number of Animals

### Number of Cats Permitted

26. The maximum number of cats to be kept at any one time is (TO BE DETERMINED BY THE LOCAL AUTHORITY), the amount granted will be displayed clearly on the licence.
27. Each cat must be provided with a separate unit, except cats from the same household, who may share a unit of adequate size with the written consent of the cats' owner.
28. Holding Units may be provided for temporary boarding a cat for not more than 24hrs. Existing holding units must have a minimum floor area of 9 sq. ft (2.7m<sup>2</sup>). In new construction the floor area must be a minimum of 12 sq. ft (3.7m<sup>2</sup>). Holding units must have a minimum height of 3ft (0.9m<sup>2</sup>).
29. No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
30. Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

### Unit size layout and exercise facilities.

31. In a new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to each individual unit.
32. In a new constructions each unit\* must be provided with a sleeping area of at least 9 sq. ft (0.85m<sup>2</sup>) for one cat, 16 sq. ft (1.5 m<sup>2</sup>) for two cats, and 20 sq. ft (1.85 m<sup>2</sup>) for up to four cats.

\*Units may be designated as suitable for a specific number of cats, greater than four, at the discretion of the licensing authority.

33. Units must have a minimal internal height of 6ft (1.8m).
34. The height of the sleeping area must be at least 3ft (0.91m) in existing and 4ft (1.22m) in a new build.



- 35.** Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 36.** In a new construction each unit must be provided with an exercise area of at least 18 sq. ft (1.7m<sup>2</sup>) for a single cat; 24 sq ft (2.23m<sup>2</sup>) for two cats and 30 sq. ft. (9.1m<sup>2</sup>) for up to four cats.
- 37.** Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 38.** Exercise areas must not be used as sleeping areas.
- 39.** There must be direct and voluntary access to the exercise area.

### Training

- 40.** A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.
- 41.** Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 42.** There must be some of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F)
- 43.** Thermometers are required in each unit and temperatures to be recorded twice a day, at a cooler time and hotter time to ensure the desired temperatures are being met.
- 44.** In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependant on veterinary advice and recorded as above.



## Cleanliness

- 45.** All units, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
- 46.** Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.
- 47.** All bedding areas must be clean and dry.
- 48.** 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 any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 49.** Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleaned and disinfected at that time.
- 50.** Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste must be incineration.
- 51.** Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.
- 52.** A DEFRA approved cleaning product for Felines is required to be used.

## Food and Water Supply

- 53.** All cats must be adequately supplied with suitable food. At least two meals per day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily or when necessary throughout the day.



54. Eating and drinking vessels must be capable of being easily cleansed and disinfected and they must be maintained in a clean condition. Disposable eating dishes may also be used.
55. Eating vessels must be cleansed or disposed of after each meal.
56. Drinking vessels must be cleansed at least once a day.

### Kitchen Facilities

57. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.
58. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
59. 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 also be provided for staff use.
60. Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

### Disease Control and Vaccination

61. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
62. Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and any other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period the cat is boarded, and retained for 24 months.





63. It should be documented when the cat(s) was last treated for parasite control and whether any additional treatment was required during the stay.
64. Advice from a veterinary surgeon must be sought out in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
65. A well-stocked first aid kit suitable for use on cats must be available and accessible on site at all times.

### Isolation Facilities

66. Isolation facilities must be provided.
67. In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum of 3m (10ft). (See also temperature control) There must be 1 isolation facility. Additional isolation facilities may be required if the inspector feels the size of the premises requires it.
68. Adequate facilities to prevent the spread of infectious disease between isolation unit and other units must be provided.
69. Hands must be washed after leaving the isolation facilities before visiting any other units.

### Register

70. A register must be kept of all cats boarded. The information must include the following: -
  - Date of arrival
  - Name of cat, any identification system such as microchip number or tattoo
  - Description, breed age and gender of cat
  - Name, address and telephone number of the owner or keeper.
  - Name, address and telephone number of emergency contact whilst boarded.





- Name, address and telephone number of cat's veterinary surgeon.
- Anticipated and actual date of departure
- Health, Welfare and nutritional requirements.

- 71.** The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.
- 72.** Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

### Identification of units

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

### Supervision

- 74.** A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.
- 75.** No persons under the age of 16 shall be left responsible for the cats at any time
- 76.** Cats must be visited at regular intervals as necessary for their health, safety and welfare.

### Fire Precautions

- 77.** Appropriate steps must be taken for the protection of the cats in case of a fire or other emergencies.
- 78.** A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises for visitors to see. This must include instructions to where the cats are to be evacuated to in the event of a fire or other emergency.



79. Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer. At minimum, this to comprise an in-date fire extinguisher and smoke detector in each cattery block.
80. All electrical installations and appliances must be maintained in a safe condition. There must be residual current breaker systems on each block of units. All electrical equipment must be included on an electrical installation certificate or each item PAT tested.
81. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or any risk to cats.
82. Precautions must be taken to prevent any accumulations which may present a risk of fire.
83. There must be adequate means of raising an alarm in the event of a fire or other emergency.

### Enrichment

84. Enrichment must be discussed with all owners. A cat's behaviour in a cattery is susceptible to change and enrichment may alleviate stress and dispel periods of boredom, even in cats that do not normally 'play'.

Scratch posts and toys should be discussed and considered. You can ask owners to provide this or provide as an establishment but all items must be cleaned and disinfected between cats with the DEFRA approved cleaning product.

This should be pre agreed with the owners before boarding.

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**