

Shared Regulatory Services – Cardiff, Vale of Glamorgan & Bridgend Council. Kennel Boarding Establishments – Conditions of Licence

Version 3 updated 21/11/2024

1. Introduction

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.

Use of the term 'kennel' refers to combined sleeping and individual exercise areas

2. License Display

- 2.1 A copy of the license and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

3. Authority Approval

- 3.1 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

General

- 3.2 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the license.
- 3.3 No amendments must be made without approval of the local authority. Before planning any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 3.4 For the duration of their stay, all dogs must wear a suitable collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the establishment.
- 3.5 All 'off the lead' exercise should be pre-agreed with the owner and the area's perimeter must be a minimum of 8 feet high (2.44m) and have a further secured perimeter for the establishment.

- 3.6** Any deaths, serious injuries, disease outbreaks or escaped dogs must be reported to the Local Authority immediately.

4. Construction

- 4.1** Dogs must be kept in accommodation that is appropriate for construction, size of quarters, bedding, exercising facilities, temperature and heating, lighting, ventilation, cleanliness, and waste disposal.
- 4.2** All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious and easily cleansed.
- 4.3** Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in a dog kennelling area. There must be no projections liable to cause injury.
- 4.4** Fencing material must be secure and safe and checked/maintained on a regular basis.
- 4.5** Sleeping areas of units must be so insulated as to prevent draught and extremes of temperature.
- 4.6** The construction must be such that the security of the dog is ensured at all times.
- 4.7** All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products which are non-toxic to animals may be used.

Walls and Partitions

- 4.8** Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary. Any wood being used must be covered and protected by an impervious material. Painting / treating wood is not acceptable. Wood is not suitable on new builds.

- 4.9** Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
- 4.10** Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).
- 4.11** In new construction, in exercise areas/runs the lower section of partitions in adjoining runs must be of solid construction.

Floors

- 4.12** Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and disinfected and in new kennels must incorporate a damp proof membrane.
- 4.13** All floors of kennels and individual exercise areas must be constructed and maintained in such condition as to prevent ponding of liquids.
- 4.14** In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
- 4.15** Communal exercise areas must be suitably drained.

Ceilings

- 4.16** Ceilings must be capable of being easily cleansed and disinfected.

Doors

- 4.17** Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 4.18** 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 dog.
- 4.19** Door openings must be constructed such that the passage of water/waste is not impeded or allowed to gather due to inaccessibility.

Windows

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

4.21 Windows must be available to be opened to support good ventilation.

Drainage

4.22 The establishment must be connected to mains drainage or an approved, localised sewerage disposal system.

Lighting

4.23 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible to the dogs. Where practicable this must be natural light.

4.24 Adequate supplementary lighting must be provided throughout the establishment.

Ventilation

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

Maintenance

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

5. Number of Animals

5.1 The maximum number of dogs 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.

5.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with written consent of the dog's owner.

5.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as

required for main kennels. Holding kennels must be a minimum area of 2.3sq m (25sq ft.).

- 5.4 Where other animals are granted to be boarded within the licensed facilities they must be kept in a separate area to the kennels and all prospective clients must be made aware with a signed agreement.
- 5.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

Kennel size, layout and exercise facilities.

- 5.6 Each kennel must be provided with a sleeping area of at least 1.9sq m (20sq ft.).
- 5.7 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleansed and sufficiently sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition. It is advised the owner should provide their own bedding however this is not compulsory.
- 5.8 For new kennels each kennel must be provided with an exercise area of at least 2.46sq m (26sq ft.)(for dogs up to 24 inches high at shoulder) or 36sq ft. 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.
- 5.9 Current licensed premises which do not meet the minimum dimensions for exercise areas must provide alternative exercise facilities e.g. scheduled walking times and/or outside runs – records must be maintained and signed by the exercise and such records must be made available on request.
- 5.10 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 5.11 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 5.12 Exercise areas must not be used as bedding areas.

6. Exercise

- 6.1 Dogs must be exercised in accordance with the owner's wishes. If any dogs are taken off the premises, they must be kept on leads unless the kennels have the owner's written permission to do otherwise.
- 6.2 There must be direct access to a suitable outside area. The area must only be used for the kennels, and this area must be kept clean at all times.
- 6.3 The exercise area of the premises and any other areas to which the dogs may have access, must be totally secure and safe, with no dangerous sharp objects or protrusions. Gates must be lockable.
- 6.4 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the kennels.
- 6.5 The licensing Authority must be informed by the next working day of any dog that is lost.

7. Training

- 7.1 A written staff training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

8. Kennels

- 8.1 Heating facilities must be available in the kennels and used according to the requirements of the individual dog.
- 8.2 In all kennels there must be some part of the dog's area where they have constant access to a temperature of at least 10°C (50°F) and must not exceed 26°C (78°F).
- 8.3 Digital Thermometers (showing a minimum & maximum reading) 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. immediate action taken to rectify any non-compliances.

9. Cleanliness

- 9.1** All kennels, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 9.2** Each occupied kennel must be cleansed daily. All excreta and solid material must be removed from all areas used by dogs at least twice daily and more often if necessary.
- 9.3** All bedding areas must be kept clean and dry at all times.
- 9.4** Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 9.5** The disinfectant must be DEFRA approved and must be suitable and specific to the diseases in relation to canines and agreed by the local authority officer.
- 9.6** Facilities must be provided for a 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 with infectious diseases. The final disposal route for all such waste must be incineration. Detailed records of the incineration process must be available if requested.
- 9.7** Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

10. Food and Water Supplies

- 10.1** All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed at a minimum of daily or more if required.
- 10.2** 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.
- 10.3** Eating vessels must be cleaned after each meal.

10.4 Drinking vessels must be cleaned at least once daily

11. Kitchen Facilities

- 11.1** Exclusive facilities, hygienically constructed and maintained, must be provided, and potential food contamination must be avoided.
- 11.2** Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 11.3** A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.
- 11.4** Containers must be provided for the storage of foods and shall be so constructed and kept in good order, repair and condition as to be proof against insects and other pests.

12. Disease Control and Vaccination

- 12.1** Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst the dogs, staff and visitors, unless exempt as detailed below.
- 12.2** Proof must be provided that all boarded and resident dogs have current vaccinations against Canine Distemper (D), Infectious Canine Hepatitis (H) (canine adenovirus), Canine Parvovirus (P), Leptospirosis (L. canicola and L. icterohaemorrhagiae), kennel cough and any other relevant diseases.

DHP & LEPTO Vaccines:

The primary vaccination course must have been fully completed at least four weeks prior to the first date of boarding, or in accordance with manufacturer's instructions. A record of this, in form of a vaccination card or in its absence, a printed veterinary clinical history must be provided and must be kept on-site throughout the period that the dog is boarded and a copy of such documentation taken and kept for a minimum of 2 years.

Vaccine boosters should be given within the manufacturer's guidelines and there is no need to refuse boarding providing this has been adhered to, or if the dog is exempt as detailed below. If boosters have not been given within the

manufacturer's guideline dates, vaccines must start again and the initial periods for refusing boarding will apply.

It is at the establishment's discretion to insist on 'annual' vaccinations, or, to accept vaccination boosters as per the vaccine manufacturers guidelines. This however requires proof from the dogs' veterinary surgeon in form of a headed paper letter, work address email, or, a copy of the clinical history stating what type of vaccine has been administered and when it is due to be readministered as per the manufacturer's guidelines. You must retain this proof for 2 years.

Kennel Cough (KC) Vaccine:

There are 2 types of KC vaccines.

Nasal Vaccine: The initial / primary vaccine must be administered 3 weeks before the dog can be accepted for boarding.

If it is a booster (i.e. the dog had KC vaccine the previous year) and they received it within the annual booster timescale then kennelling dates post vaccine do not apply and they may continue to be boarded. If however, they did not receive the booster within the annual timescale then a 'restart' is required, meaning the initial 3 weeks apply, or, in accordance with manufacturer's guidelines.

Injectable vaccine: The initial / primary vaccine must be administered 3 weeks before the dog can be accepted for boarding.

If it is a booster (i.e.: the dog had KC vaccine the previous year) and they received it within the annual booster timescale then kennelling dates post vaccine do not apply and they may continue to be boarded. If however, they do not receive the booster within the annual timescale then a 'restart' is required, meaning the initial 3 weeks apply, or, in accordance with manufacturers guidelines.

Either way, proof of type of vaccine must be clearly documented on the vaccine card or in the clinical history from the vet practice who administered it, and this record is to be held by the boarding establishment.

12.3 Exemptions:

Adverse reactions or advice from veterinary surgeons who believe the risk to a dog's health is greater when receiving a vaccine than not, are rare but do occur. Therefore;

TITRE TESTING for DHP:

This will only be accepted as a substitute for the vaccines for dogs that have had an adverse reaction, or, been advised in writing by their veterinary surgeon that the vaccines are seriously harmful to that particular dog. This is in replacement of the DHP vaccine only.

In addition, the Local Authority will require proof from a veterinarian of the Titre testing results that have been taken within a maximum of 12 months prior to the duration of the boarding period, and evidence from the veterinary surgeon that the dog has had an adverse reaction or been advised the dog should not receive the vaccine. This must be kept by the establishment for a minimum of 2 years.

For exemption of receiving LEPTO & KENNEL COUGH Vaccines evidence from the veterinary surgeon that the dog has had an adverse reaction or been advised that the dog should not receive the vaccine is required, and must be kept by the establishment for a minimum of 2 years.

For all exempt vaccines above:

Due to there being an increased risk, the owners of any other boarding dogs to be boarded at the same time as the unvaccinated dog must be informed of the situation and risks to their dog disclosed. They must then sign a disclaimer to say they have been made aware of the risks and accept them by still wishing for their dog to board at the establishment. This disclaimer is to be kept for a minimum of 2 years. This process is to be followed every time an unvaccinated dog is boarded.

- 12.4** It should be documented when the dog(s) was last treated for parasite control and whether any additional treatment was required during the stay.
- 12.5** Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured and instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

13. Isolation

- 13.1** There must be 1 Isolation facility provided. Additional isolation facilities may be required if the inspector feels the size of the premises requires it.
- 13.2** In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main

kennels. This must be a minimum 3m (10ft). (Also see temperature control). The equipment for cleaning this facility must only be used in isolation. Barrier nursing equipment including, foot dips, gloves, aprons etc must be used and disposed of.

13.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.

13.4 Hands must be washed after leaving the isolation facilities before visiting other kennels or touching any other animals.

14. Register

14.1 A register must be kept of all dogs boarded. The information kept must include the following:-

- Date of arrival
- Name of dog, any identification system such as microchip number or tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper Name, address and contact number of contact whilst boarded
- Name, address and telephone number of dogs veterinary surgeon
- Anticipated and actual date of departure
- Health, welfare and nutrition requirements (including vaccination record)

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

14.3 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

15. Identification of Kennels

15.1 Each kennel must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available. This includes isolation kennels.

16. Supervision

- 16.1** A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 16.2** No persons under the age of 16 shall be left responsible for the dogs at any time.
- 16.3** Dogs must be visited at regular intervals as necessary for their health, safety and welfare.
- 16.4** A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
- 16.5** A well-stocked first aid kit suitable for use on dogs must be available and accessible on site.

17. Fire Precautions

- 17.1** Appropriate steps must be taken for the protection of the dogs in case of fire or any other emergencies.
- 17.2** 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 are to be evacuated to in the event of a fire or any other emergency.
- 17.3** Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer, this equipment must be maintained and renewed as per manufacturer requirements or Fire Officer guidance. At minimum an in-date fire extinguisher and smoke detectors in each block of kennels.
- 17.4** 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. All electrical equipment must be included on an electrical installation certificate or every electrical item PAT tested.
- 17.5** Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 17.6** Precautions must be taken to prevent any accumulation which may present a risk of fire.

17.7 There must be adequate means of raising an alarm in the event of a fire or any other emergency.

18. Enrichment

18.1 Enrichment must be discussed with all owners. Including for those dogs who the owner reports does not 'play'. Their behaviour in a kennel environment is susceptible to change and enrichment may alleviate stress and dispel periods of boredom.

This could be in the form of toys, equipment in the exercise area, radio left on etc. This must be discussed and pre-agreed with the owners before boarding.

You can ask owners to provide their own toys or provide as an establishment, but all items must be cleaned and disinfected between dogs with the DEFRA approved cleaning product.

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