

## Animal Boarding Guidance

It is recognised by the City of Edinburgh Council, that there has been a move by many owners to have their pets cared for or accommodated in alternatives to traditional kennelling.

Alternative care options now available to pet owners include home boarding and dog day care. The Council has introduced new licensing conditions for the different types of boarding and a new fee structure, recognising the types of boarding that are now available.

The Council's view is that all types of animal boarding will require a licence whether this is overnight or day care.

Where an application is made to carry out animal boarding in residential property the council will carefully consider the impact on neighbouring properties especially where the residents share common access

Please be aware that if you operate an Animal Boarding Establishment from your home the Council's Guidance for Businesses provides advice on when planning permission is needed and information on the matters to consider if an application is required

The Council's definition of home boarding and dog day care is the provision of care and/or accommodation for other people's pets in a private dwelling or commercial setting where a monetary fee is paid for the provision of this accommodation.

In determining whether a licence should be granted, the Animal Boarding Establishment Act 1963 requires Local Authorities to have regard to the following:

- The premises in which the pets will be accommodated shall be suitable in respect of size, construction, number of animals, exercising facilities, temperature, lighting, ventilation and cleanliness
- The supply of suitable food, drink and bedding material and the animals will be adequately exercised and suitably supervised.
- Reasonable precautions are to be taken in terms of infection control to prevent the spread of disease between animals, including the provision of isolation facilities
- Reasonable steps are to be taken for the protection of the animals in case of fire or any other emergency.
- A register being kept containing a description of the animal received into the establishment, date of arrival and departure and name and address of owner. The register must be kept for a minimum of 24 months

Pet owners have the right to expect animal boarding establishments to meet appropriate standards for health, safety, and welfare. These amended licensing requirements will allow the Council to promote the wellness of all pets cared for in any such establishment.

Applicants are also encouraged to have regard to any guidance prepared by [REHIS](#) for Animal Boarding licences.

The Council considers it appropriate to grant licences to expire on 31 December in the year of issue and where the licence is being renewed to grant the licence to expire on 31 December following expiry of current licence

# ANIMAL BOARDING

Application for licence to keep an Animal Boarding Establishment

**This application must be accompanied by the appropriate fee and lodged with:**

Licensing Section  
The City Of Edinburgh Council  
249 High Street, Edinburgh EH1 1YJ

T: 0131 529 4208 F: 0131 529 4207

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- IF YOU HAVE NOTHING TO RECORD, YOU MUST STATE "NOT APPLICABLE" OR "NONE"
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM

CHECKLIST	
Please ensure you have provide the following additional documentation with your completed application form and fee	
<b>please tick ✓:</b>	
Copy of your current Public Liability insurance - <i>and where necessary Employer's Public Liability insurance</i>	Yes <input type="checkbox"/> No* <input type="checkbox"/>
Copy of your current Risk Assessment	Yes <input type="checkbox"/> No* <input type="checkbox"/>
Copy of your current staff training policy	Yes <input type="checkbox"/> No* <input type="checkbox"/>
*If you have answered <b>No</b> to any of the above please provide reasons below	

**PART 1 – APPLICANT DETAILS** - *to be completed if the licence is to be held by an individual*

1.1	Full name	
1.2	Date of Birth	Place of Birth
1.3	Home address	
	Postcode	
1.4	Contact phone no	
1.5	contact email address	

**PART 2 - TO BE COMPLETED IF THE APPLICANT IS NOT AN INDIVIDUAL – i.e. Company, Partnership or Sole Trader****please tick ✓:**

2.1	Limited Company <input type="checkbox"/>	Company number	
2.2	Partnership <input type="checkbox"/>		
2.3	Sole Trader <input type="checkbox"/>	name of individual	
		Trading as	
2.4	Company or Partnership name		
2.5	Registered/Company Address		
2.6	Postcode		
2.7	Contact no		
2.8	Contact email address		

**PLEASE PROVIDE DETAILS OF ALL DIRECTORS/PARTNERS – *Company or Partnership applicants only***

2.9	Full name	
2.10	Designation	
2.11	Date of Birth	Place of Birth
2.12	Home address	
	Postcode	
2.13	Contact phone no	
2.14	Contact email address	
2.15	Full name	
2.16	Designation	
2.17	Date of Birth	Place of Birth
2.18	Home address	
	Postcode	
2.19	Contact phone no	
2.20	Contact email address	
2.21	Full name	
2.22	Designation	
2.23	Date of Birth	Place of Birth
2.24	Home address	
	Postcode	
2.25	Contact phone no	
2.26	Contact email address	

***Please provide details of any further directors or partners on a separate sheet***

**PART 3 – DAY TO DAY MANAGER** – please provide details of anyone appointed to manage the business on a day to day basis (note this person will also be named on the licence document)

3.1	Full name	
3.2	Designation	
3.3	Date of Birth	Place of Birth
3.4	Home address	
	Postcode	
3.5	Contact phone no	
3.6	Contact email address	

**Part 4 - DISQUALIFICATIONS**

Has the applicant, or any person associated with the management of the establishment, ever been disqualified under the following Acts

**please tick ✓:**

4.1	The Animal Boarding Establishments Act 1963, from keeping a boarding establishment for animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
4.2	The Protections of Animals (amendment) Act 1954, from having the custody of animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
4.3	The Pet Animals Act 1951 from keeping a Pet Shop	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
4.4	Section 28F (1) and (2) of the Animal Health Act 1981	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
4.5	Section 40 (1) and (2) of the Animal Health and Welfare (Scotland) Act 2006	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>

\*If you have answered Yes to any of the above please provide details below

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**PART 5 – LICENCE APPLIED FOR**

please tick ✓:

5.1 Animal Boarding - Commercial premises  Home Boarding  Day Care 5.2 Application type  
New   
Renewal\*  \*Please provide the existing licence number below

5.3 \*Existing licence number

**ANIMALS TO BE ACCOMMODATED**

please tick ✓:

5.4 Cats  Max number - day boarding  Max number – night boarding 5.5 Dogs  Max number - day boarding  Max number – night boarding 5.6 Other \* \*Please provide detailsMax number - day boarding  Max number – night boarding **PART 6 – PREMISES TO BE LICENCED\_ -**

6.1 Name of premises/Trading name

6.2 Address of premises

Postcode

6.3 Contact phone no

6.4 Contact email address

6.5 Do you have planning permission for this business use  
Yes  No **PART 7 – ACCOMMODATION & FACILITIES - Describe the premises to be licenced or quarters used to accommodate animals detailing the following**

7.1 Description

7.2 Size (dimensions) of quarters

7.3 Type of construction

**ACCOMMODATION & FACILITIES - cont**

7.4. Exercise facilities and arrangements

7.5 Heating arrangements:

7.6 Method of ventilation of premises

7.7 Lighting arrangements (natural &amp; artificial)

7.8 Water supply

7.9 Facilities for food storage &amp; preparation

7.10 Arrangements for disposal of excreta, bedding and other waste material

7.11 Isolation facilities for the control of infectious diseases

7.12 Fire precautions/equipment and arrangements in the case of fire



7.13	How do you propose to minimise disturbance from noise		
7.14	Do you keep and maintain a register of animals	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PART 8 –VETERINARY SURGEON/PRACTITIONER DETAILS-** - *Please provide the details of your current veterinary surgeon and/or practice*

8.1	Name of usual Veterinary Surgeon	
8.2	Company name	
8.3	Address	
	Postcode	
8.4	Telephone no	
8.5	Emergency contact no	
8.6	contact email address	

**PART 9 – PUBLIC LIABILITY INSURANCE**

9.1	Do you have public liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>*Please complete Q9.6 below</i>
	Please provide the following details of the policy			
9.2	Insurance company			
9.3	Policy number			
9.4	Period of cover			
9.5	Amount of cover (£)	£		
9.6	Please state what steps you are taking to obtain such insurance			

I/We hereby make application for a licence to keep an Animal Boarding Establishment in the above terms and under the Animal Boarding Establishments Act 1963.

I/We certify that the information given is true and correct.

I/We acknowledge receipt of a copy of the Standard Conditions that the Council may attach to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

Information supplied on this form may be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

<b>Signature of Applicant / Agent</b> <i>(delete as appropriate)</i>		<b>Date</b>
<b>Print name</b>		

<b>PART 10 – CORRESPONDENCE DETAILS</b> – <i>please provide details of where all correspondence relating to this application should be sent</i>		
10.1	correspondence name and address	
	Postcode	
10.2	contact phone no	
10.3	email address	

# **Animal Boarding Establishments Act 1963**

## **STANDARD CONDITIONS**

1. That animals will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;
2. That animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and (so far as necessary) visited at suitable intervals;
3. That all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities;
4. That appropriate steps will be taken for the protection of the animals in case of fire or other emergency;
5. That a register be kept containing a description if any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an Officer of the Council, Veterinary Surgeon or Veterinary Practitioner authorised under Section 2(1) of the said Act.
6. It is recommended that all boarding establishments be kept free of the parasite toxocara and therefore all dogs and cats entering such establishments should be treated with an antitoxocara drug at, or immediately before, the time of admission.

# Animal Boarding Establishments Act 1963

## HOME BOARDING - GENERAL LICENSING CONDITIONS

- 1.1. Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2. The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employer's liability insurance. In addition to this it is recommended that care, custody and control insurance is in place.
- 1.3. No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.4. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) and dogs subject to Dog Control Notices served under the Control of Dogs (Scotland) Act 2010 are not to be accepted for home boarding.
- 1.5. Entire males and bitches in season or bitches due to be in season during the boarding must not be boarded together or boarded with resident dogs
- 1.6. Dogs under 6 months shall only be boarded if they are suitably vaccinated and difficulties had not been identified during a trial socialisation period. There is an exception for puppies where they are being boarded with mother or siblings provided no other dogs are boarded on the premises at any time
- 1.7. A copy of the Licence and its associated conditions and a Certificate of Insurance shall be made available to each client
- 1.8. The maximum number of day boarders to be kept at any one time is noted on your licence. The maximum number of night time boarders to be kept at any one time is marked on your licence.
- 1.9. Dogs must not be boarded with any cat, unless they normally live together in the same household or there is prior agreement with the client and difficulties had not been identified during a trial socialisation period.
- 1.10. Only dogs from the same household may be boarded at the same time unless the following precautions are taken:
  - Specific written consent of each household is given, showing confirmation that they are content for their dogs to be boarded with others.
  - A mandatory, trial (documented) familiarisation session for all dogs prior to stay.
  - Separation of dogs from different households in secure areas when left unattended.
  - Separate feeding of dogs (unless from the same family and normally fed together) to minimise the likelihood of dispute and aggression.

- 1.11. The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.
- 1.12. The means of transportation, dogs, premises and anything therein and the Register may be inspected at all reasonable times by a local authority officer or veterinary surgeon authorised by the local authority under Section 2 (1) of the Act.
- 1.13. Dogs must wear a collar and tag during the stay of boarding. The tag must be made of a durable and hardwearing material and shall display the contact telephone number of the boarding establishment.
- 1.14. The establishment must be operated in such a manner that it does not cause a statutory nuisance to occupiers of neighbouring properties.

## **2. CONSTRUCTION**

- 2.1. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs for boarded animals.
- 2.2. There must be adequate space, light, heat and ventilation for the dogs.
- 2.3. As far as reasonably practicable, all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 2.4. There must be sufficient space available to keep the dogs separately if required.

## **3. KITCHEN FACILITIES**

- 3.1. Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 3.2. All bulk supplies of food shall be kept in vermin proof containers.

## **4. CLEANLINESS**

- 4.1. All areas where the dogs have access to, including the kitchen 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.
- 4.2. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 4.3. All bedding areas must be kept clean and dry.
- 4.4. 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 first aid treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 4.5. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

## **5. DISEASE CONTROL**

- 5.1. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.2. Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. With the exception of where a bitch and her pups are boarded together, the course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with the manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.3. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.4. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and in any vehicle used for transporting boarded dogs.
- 5.5. The Licensee must be registered with a veterinary practice that can provide help and advice. Where night time boarding is carried out registration should be with a 24-hour veterinary practice. The clients own veterinary practice must be known and consulted if necessary
- 5.6. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. A record must be maintained of all routine and emergency treatment for parasites.
- 5.7. The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.8. Cleaning substances must be suitable for the purpose and the cleaning substance and its fumes must pose no risks to the dogs.

## **6. ISOLATION**

- 6.1. Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 6.2. The Licensee must inform the Licensing Authority by the next working day on becoming aware that a dog has developed an infectious disease.

- 6.3. Following an episode of infectious disease during any stay, the premises must undergo suitable cleaning and a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon. A record must be maintained of each episode of infectious disease, together with details of the implemented quarantine period.
- 6.4. The Licensing Authority must be informed by the next working day of any animal death on the premises. The Licensee must make arrangements for the body to be stored under suitable conditions until the owner returns.

## **7. FOOD AND WATER SUPPLIES**

- 7.1. All dogs shall have an adequate supply of suitable food as directed by the client.
- 7.2. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and drinking vessels cleaned at least once per day.
- 7.3. Clients must be encouraged to provide each dog with its own clean bedding, bowls, grooming materials etc. If supplied, these items must be cleaned regularly to prevent cross-infection. The Licensee should be able to provide extra bedding material as required.
- 7.4. Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

## **8. REGISTER**

- 8.1. A register must be kept of all dogs boarded. The information kept must include the following:
  - Date and time 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 telephone number of contact person whilst boarded;
  - Name, address and telephone number of dog's veterinary surgeon;
  - Anticipated and actual date of departure;
  - Proof of current vaccinations, medical history and requirements;
  - Health, welfare, nutrition and exercise requirements;
  - Date of last season for a bitch; and
  - Written agreement in respect of emergency veterinary treatment.
- 8.2. The Register shall be available for inspection at all reasonable times by an officer of the local authority or an authorised veterinary surgeon.

- 8.3. The Register must be kept readily available for a minimum period of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 8.4. Details of any medication administered must be recorded, including type of medication, quantity and time administered.
- 8.5. 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.

## **9. SUPERVISION**

- 9.1. A fit and proper person with relevant experience must be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 9.2. Dogs must be visited at regular intervals, as necessary, for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a routine basis.
- 9.3. No person under 16 years of age is permitted to walk boarded dogs in public places unless supervised by a fit and proper person.
- 9.4. No child under 16 shall be left unaccompanied with boarded dogs at any time.
- 9.5. If there is a resident dog within the household, the boarded dogs must be kept separated on the occasions when they are left unattended.

## **10. TRAINING**

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

## **11. FIRE / EMERGENCY PRECAUTIONS**

- 11.1. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 11.2. The occupier of the property must be aware of the location of the dogs in the property at all times.
- 11.3. Fire detection and firefighting equipment must be provided in accordance with general advice given by the Fire Safety Officer.
- 11.4. All doors to rooms where dogs are boarded must be kept shut at night.
- 11.5. All electrical installations and appliances must be maintained in a safe condition. No unsupervised dog must be left in a room with loose or trailing cables or wires.
- 11.6. All heating appliances must be free of risk of fire as is reasonably practicable. There must be no regular or routine use of freestanding gas or oil appliances.



- 11.7. Arrangements must be made whereby spare keys can be obtained to allow access to the premises in the event of an emergency or alternatively, an emergency contact number shall be displayed in an obvious location at the premises.

## **12. EXERCISE**

- 12.1. Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission. The Licensee must be satisfied that the dogs are under proper control at all times.
- 12.2. There must be access to a suitable outside area.
- 12.3. Any exercise/garden area of the premises to which the boarded dogs may have unrestricted access must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 12.4. The Licensing Authority must be informed by the next working day if a dog is lost.

## **13. TRANSPORTATION**

- 13.1. If a collection and delivery service is provided or transport is used to travel to an exercise area then a suitable vehicle must be used. An individual dog must be secured within a dog cage or behind a dog guard whilst travelling within the vehicle. Where more than one dog is to be transported at any time the vehicle must be fitted with individual cages of adequate size for the safe transportation of the dogs. The journey time shall be kept to a minimum when transporting boarded dogs

# Animal Boarding Establishments Act 1963

## DOG DAY CARE CENTRE – LICENCE CONDITIONS

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the day care of dogs.
- 1.2 The Licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employer's liability insurance. Proof of such must be provided with any application.
- 1.3 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.
- 1.4 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in or about the day care establishment.
- 1.5 Entire males and bitches in season or bitches due to be in season during the boarding must not be boarded together or boarded with resident dogs.
- 1.6 Dogs under 6 months shall only be boarded if they are suitably vaccinated and difficulties had not been identified during a trial socialisation period. There is an exception for puppies where they are being boarded with mother or siblings provided no other dogs are boarded on the premises at any time.
- 1.7 Dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
- 1.8 Appropriate steps will be taken for the protection of the dogs in case of fire or other emergency.
- 1.9 All dogs must be adequately supplied with suitable food as agreed with the owner
- 1.10 Wholesome water must be available at all times and changed at least twice daily.
- 1.11 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.
- 1.12 There must be direct access to a suitable outside area. The area / garden must only be for use by the business (not shared with other neighbouring properties) and must be kept clean.
- 1.13 The exercise / garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 1.14 The maximum number of dogs to be kept at any one time is [XX]

- 1.15 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the City of Edinburgh Council
- 1.16 No dogs registered under The Dangerous Dogs Act 1991 must be accepted for day care
- 1.17 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. wolf hybrids) are not to be accepted for day care.
- 1.18 The number of dogs onsite at any time should take into account the size and breed of each dog to ensure a harmonious setting
- 1.19 Suitable bedding which is capable of being easily and adequately cleaned and sanitised must be provided which allows each dog to be comfortable during its stay at the day care centre. All bedding material must be maintained in a clean, parasite free and dry condition.
- 1.20 Areas where dogs have access to must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 1.21 On a daily basis a register must be kept of all dogs present in the day care centre. The information kept must include a description if any animals received into the establishment, date of arrival and departure, and the name and address of the owner,
- 1.22 The register must also include proof of current vaccinations, medical history and requirements, along with any health welfare and nutrition requirements.
- 1.23 The register must be available for inspection at all times by an Officer of the Council, Veterinary Surgeon or Veterinary Practitioner authorised under Section 2(1) of the said Act.
- 1.24 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.
- 1.25 Written consent from the owner to their dog having contact with other dogs must also be received in writing.
- 1.26 The licence holder must have a way of identifying each dog and a system in place which ensures that relevant information about the dog is readily available.
- 1.27 The Licensing Authority must be informed by the next working day if a dog is lost.
- 1.28 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.
- 1.29 License holders and key staff must be trained in dog first aid and a record of this training kept.
- 1.30 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 1.31 There must be a ratio of 1 member of staff to every six dogs at all times. Dogs will not be left unattended for their health, safety and welfare
- 1.32 Staff must have relevant experience and must not have any criminal convictions or accepted any simple cautions for any animal welfare related offences.