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| | Cats..... |
| | Other..... |
| Is the applicant, or any person who will have control or management of the establishment, disqualified for the time being from: | [a] Keeping a dog YES/NO [b] Having custody of animals YES/NO [c] Keeping a Pet Shop YES/NO [d] Keeping an Animal Boarding Establishment YES/NO [Please delete the word YES or NO] |

When completed, return to: Commercial Section, Housing and Environment, Aberdeen City Council, St. Nicholas House, Broad Street, Aberdeen, AB10 1BX, Tel: [01224] 523800, Fax: [01224] 523887, Email: Commercial@aberdeencity.gov.uk

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| <i>Application Received</i> | | <i>Receipt Issued</i> | |
| <i>Cheque Received</i> | | <i>Licence Issued</i> | |

ANIMAL BOARDING ESTABLISHMENTS ACT 1963 (Home Boarding)

Conditions referred to:

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.
2. A maximum of dog (s) shall be boarded at any one time.
3. Only dogs from the same household shall be boarded together at the establishment at any one time. Where there is a resident dog kept within the household, a trial familiarisation session must be undertaken and written consent from the owner of the boarded dog (s) must be obtained to confirm this arrangement. Dogs must not be boarded with any cat.
4. No dog should be left unattended for no more than three hours at a time and then not on a regular basis. If there is a resident dog within the household, the boarded and resident dogs must be kept separated on the occasions when they are left unattended.
5. Dogs boarded should live in the house as family pets and must not be accommodated in any external buildings, cages or runs. There must be adequate space for the number of dogs licensed to be at the premises at one time. There must be sufficient space available to be able to keep the dogs separately, if required. The premises shall have its own entrance and must not have shared access e.g. communal stairs.
6. There must be adequate light, heat and ventilation for the dog (s).
7. A high standard of hygiene must be achieved at the premises with the house being kept clean and free from accumulations of dirt, dust, pests etc. 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 harm to the dogs.

8. Clients must be encouraged to provide each dog with its own bedding, bowls grooming materials etc. These items must be cleaned regularly to prevent cross infection. The licensee must also be able to provide extra bedding material & bowls if required.
9. Bedding must be kept clean and dry at all times.
10. Dogs must have an adequate supply of food as directed by the owner. Each dog should have its own feeding bowl which must be cleaned after each meal. Dry food should be stored away from human food in airtight containers. Adequate refrigeration must be provided to store fresh food or the remains of opened tins.
11. Fresh drinking water must be available at all times. The water bowl must be cleaned at least daily and the water changed at least twice per day.
12. The licensee must be registered with a veterinary practice that provides 24 hour help and advice. In the event of a dog becoming ill veterinary attention must be sought. A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
13. Proof must be provided that dogs boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis, Canine Parvo Virus and any other relevant diseases. The course of vaccination must be completed at least four weeks before the first date of boarding or in accordance with veterinary or manufacturer's instructions i.e. two weeks in the case of kennel cough. A record of this proof must be made available for inspection during the period of boarding. All boarded and resident dogs must be treated for fleas, external parasites and worms as necessary. A record of all medicine administered must be kept on site for inspection.
14. The licensee must inform the authorised officer of the licensing authority immediately (or by the first working day thereafter) if a dog develops any infectious disease. If there were to be an outbreak of an infectious disease, there must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal. If necessary, the licensee must be prepared to close the home boarding service until the veterinary surgeon deems the risk to have passed.
15. 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.
16. The outside area must be kept clean. Excrement should be removed at least daily, more often if necessary and disposed of in an appropriate manner.
17. The licensee must ensure that the dogs are prevented from having uncontrolled contact with legitimate visitors, e.g. postmen.
18. Dogs must wear a collar and identity tag during the time of boarding. The tag must display the name, address and telephone number of the boarding establishment. The authorised officer of the licensing authority must be informed immediately (or by the first working day thereafter) if a dog is lost.
19. Dogs must be exercised in accordance with the owner's wishes. If the dogs are taken off the premises they must be kept on leads unless the owner has

provided written authority and the licensee is satisfied that the dogs are under proper control. Only persons aged 16 years or over shall be permitted to be in charge of a dog in a public place.

20. The licensee must ensure that the establishment is covered by suitable and adequate insurance including public liability, which must cover any situation where a dog injures a person or livestock or causes an accident.
21. No dog should have access to any fire appliance with a direct flame. There must be no use of free standing gas or oil appliances. A carbon monoxide detector is required when gas fired appliances' are present. Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location. No dog should be left alone in a room with access to live cables or wires.
22. A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises . The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
23. A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. Their contact details must be made available to the licensing authority.
24. If a dog were to die on the premises, the authorised officer of the licensing authority must be informed immediately (or by the first working day thereafter) and arrangements made for the body to be stored at a veterinary practice until the owner returns.
25. If a collection and delivery service is provided or transport is used to travel to an exercise area, then a suitable vehicle should be used. The dog must be secured within a dog cage or behind a dog guard whilst travelling within the vehicle.
26. The home boarding establishment must be operated in such a manner that the dogs do not cause a nuisance or annoyance at any neighbouring properties.
27. There must be no children under 5 years of age resident within the premises. No child under 16 shall be left unaccompanied with boarded dogs.
28. Dogs registered under the Dangerous Dogs Act 1991 or dog hybrids registered under the Dangerous Wild Animals Act 1976 must not be accepted for boarding in the establishment.
29. A register must be kept containing the description of all dogs boarded. This should include the following:
 - Name and description of the dog
 - Date of arrival/departure

- Name/address/contact numbers for the owner
- Details of a contact whilst the owner is away
- Details and dates of the dogs vaccinations
- Health, welfare and nutrition requirements
- Date of the last season for a bitch
- Details of any medication to be administered during the dogs stay.
- Details of the dogs veterinary surgeon
- Written agreement in respect of emergency veterinary treatment.

The register shall be available for inspection on request of the authorised officer of the licensing authority and shall be kept for a minimum of 2 years.

30. The appointed officer of the Licensing Authority can at any reasonable time have right of entry onto the premises for the purpose of carrying out any of the relevant statutory provisions. To enable these provisions to be carried out, the appointed officer may take any other person authorised by the Council that may be considered necessary.
31. The licence should be displayed in a prominent position on the premises for inspection by clients.

Advisory notes for home boarders.

- a. No premises where there are children under 5 years of age shall be considered for licensing.
- b. The licensee must not be disqualified from keeping animals under any relevant legislation and must have experience in handling dogs.
- c. The licensee should check house title deeds, or with their landlord if appropriate, to ensure that such a business can be operated from the premises.
- d. It is recommended that the licensee contact the undernoted agencies:

Planning Authority
 Inland Revenue
 Council Tax / Rates
 Waste Collection Authority
 Fire