

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Rebecca Barrett
(Rhif Ffôn: 01443 864245 Ebst: barrerm@caerphilly.gov.uk)

Dyddiad: Dydd Iau, 2 Rhagfyr 2021

Annwyl Syr/Fadam,

Bydd cyfarfod o'r **Is-bwyllgor Tacsï a Chyffredinol** yn cael ei gynnal trwy Microsoft Teams ar **Dydd Iau, 9fed Rhagfyr, 2021** am **10.00 am** i ystyried materion a gynhwysir yn yr agenda canlynol. Mae croeso i chi ddefnyddio'r iaith Gymraeg yn y cyfarfod, a dylid rhoi cyfnod rhybudd o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny. Bydd cyfieithu ar y pryd yn cael ei ddarparu ar gais.

Bydd y cyfarfod hwn yn cael ei recordio a bydd ar gael i'w weld trwy wefan y Cyngor, ac eithrio trafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig. Felly, bydd delweddau/sain yr unigolion sy'n bresennol ac/neu sy'n siarad yn ystod ar gael i'r cyhoedd trwy'r recordiad ar wefan y Cyngor yn www.caerffili.gov.uk

Yr eiddoch yn gywir,

Christina Harrhy
PRIF WEITHREDWR

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

A greener place Man gwyrddach



Atgoffi'r Cyngorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cyngorwyr a Swyddogion.

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

3 Trwyddedu Sefydliadau Lletya Anifeiliaid.

1 - 28

Cylchrediad:

Cyngorwyr W. Williams (Is Gadeirydd Llywyddu), Mrs E.M. Aldworth a D.C. Harse

A Swyddogion Priodol

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar www.caerffili.gov.uk. ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r [Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn](#) ar ein gwefan neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



TAXI AND GENERAL SUB COMMITTEE – 9TH DECEMBER 2021

SUBJECT: LICENSING OF ANIMAL BOARDING ESTABLISHMENTS

REPORT BY: CORPORATE DIRECTOR, ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 In accordance with the Animal Boarding Establishments Act 1963, (the Act) no person shall keep a boarding establishment in Wales except under the authority of a licence granted in accordance with the provisions of this Act.
- 1.2 The aim of Animal Boarding licensing is to ensure the welfare of the animal in order that they are kept in suitable accommodation, adequately supplied with necessary food and drink, are appropriately exercised, precautions taken to avoid spread of disease and that appropriate steps are taken to protect the animal in the event of emergency. The Authority shall specify such conditions in the licence as appear to the local authority to be necessary or expedient in securing the above.

2. SUMMARY

- 2.1 To consider the application for the Renewal of an **Animal Boarding Establishment Licence** in respect of Miss Angelique Thomas and Mrs Jennie Thomas trading as Springfield Boarding Kennels & Cattery which upon application to renew its licence for 2022 has submitted a request for the Council to depart from the guidance for 3.3.4 of its adopted conditions of licence for purposes of Commercial Dog Boarding Kennels. Condition 3.3.4 specifically relates to the provision of communal exercise area's within a commercial dog boarding establishment, which states that 'Communal facilities must not be used by more than one dog at any one time unless they are from the same household.

3. RECOMMENDATIONS

- 3.1 Subject to confirmation of compliance with recommended conditions as suggested by the council's vet, that the application for the licence to keep an Animal Boarding Establishment and departure from condition 3.3.4 be approved.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The applicant has proposed an alternative business model which does not meet the council's existing conditions of licence. Officers have sought the opinion of the council's vets who have indicated that the proposed business model is achievable subject to additional premises specific conditions being placed on the licence, as such it is recommended that the request to depart from conditions is granted.

5. THE REPORT

- 5.1 Miss Angelique Thomas and Mrs Jennie Thomas trading as Springfield Boarding Kennels and Cattery, Penpedairheol Farm, Pontllanfraith applied for the renewal of their licence for a Boarding Establishment for Animals on the 10th November 2021.
- 5.2 From prior contact with the applicants, Officers were aware that they wished to provide a Boarding Establishment which would not meet the Authority's conditions of licence in relation to communal exercise areas for boarded dogs.
- 5.3 The Authority's current Conditions of licence for Animal Boarding Establishments were based on the Chartered Institute of Environmental Health Model Licence conditions which were formally adopted on the 20th April 2010 following a report to the then Licensing & Appeals Committee.
- 5.4 The Licensing Authorities current conditions are reproduced for Members information as **Appendix 1**.
- 5.5 In a letter submitted with the application, the applicants have formally requested that the Authority depart from its standard conditions of licence and guidance to allow communal exercise areas within their establishment be used by dogs from different households while boarded. A copy of the letter is included as **Appendix 2**.

The applicants have also provided plans which are included as **Appendix 3a and 3b**, which show the field where they wish to exercise the dogs boarded with them on a communal basis. The Authority's existing conditions / guidance for Commercial Boarding Establishments advocate that communal exercise areas should be discouraged because of the risk of spread of disease and fighting between dogs. Currently for this request to be permitted the applicant would be required to apply for and be granted a Commercial Day Boarding licence (Doggy Day Care) as well as the Commercial Boarding licence as by its very nature in doggy day care dogs from multiple households are boarded in a group environment and allowed to play and mix together.

- 5.6 In the letter, referred to above, the applicants have requested that condition 3.3.4 be removed from their conditions of licence to enable the socialisation of dogs from different households giving dogs the opportunity to interact with other suitable dogs to improve their welfare during their stay at the establishment. They have made reference to dogs which are boarded in a Commercial Day Boarding Establishment or Home Boarding environments which are both licensable by this authority and dog walking (which is not a licensable activity) where dogs are permitted to be socialised and mix together. Reference is also made to the conditions of licence within other local authorities in Wales.
- 5.7 The Authority's conditions of licence for Commercial Boarding Establishments mirror some other Authorities across Wales. However the conditions adopted by this

Authority have not been subject to review for at least 11 years and Officers are aware that other authorities in Wales have adopted revised conditions which do not specifically discourage communal areas being used by dogs from different households. This authority also licences Commercial Day Boarding Establishments and Home Boarding Establishments. The licence conditions for Home Boarding Establishments were also adopted in April 2010 and the licence conditions for Commercial Day Boarding were adopted in June 2014. It is acknowledged that over time boarding provision and business models will change.

- 5.8 On the 22nd November 2021 Officers undertook an inspection of the premises subject to the application. The field which the applicants wish to use for the communal exercise area was also inspected. The field as shown in **Appendix 3a** is approximately 2.3 acres and is securely fenced on all sides with mesh fencing to a height of 1.8m and is buried below ground level to prevent dogs escaping.
- 5.9 Officers recognise the conditions for Commercial Boarding are overdue a review, as a number of other authorities have adopted revised conditions which could allow communal exercise areas. Following the advice provided by the councils' veterinary inspector, it is considered that subject to the conditions as set out in **Appendix 4** (which are in addition to the standard conditions as set out in Appendix 1) the licence could be granted without the requirement to segregate dogs from different households. Condition 1 to 11 were recommended by the authorities' veterinary inspector and condition 12 & 13 have been added by officers to mirror conditions currently in place in a Commercial Day Boarding Establishment. These conditions include the provisions of effective supervision of communal areas; obtaining written permission from the owner for the group socialisation/exercise; controls on boarding only dogs that are fully vaccinated (including kennel cough); and restrictions regarding entire males / bitches in season etc.
- 5.10 The Animal Boarding Establishments Act 1963 allows any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates court; the court on such an appeal give such directions with respect to the issue of a licence or as the case may be with respect to the conditions subject to which a licence is to be granted as it thinks proper.
- 5.11 If the Sub Committee is of a mind to refuse to grant a licence, it must give valid reasons for its decision and the applicant has a right of appeal to the Magistrates Court within 21 days of written notification of the decision.

5.12 **Conclusion**

Determination of this application issue rests with the Taxi and General Licensing Sub-Committee.

6. ASSUMPTIONS

- 6.1 No assumptions have been made in the preparation of this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 Not applicable.

8. FINANCIAL IMPLICATIONS

8.1 None.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications.

10. CONSULTATIONS

10.1 This report has been sent to the Consultees listed below.

11. STATUTORY POWER

11.1 Animal Boarding Establishments Act 1963

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Consultees: Legal Services

Background Papers: None

Appendices:

- Appendix 1 Conditions of Licence
- Appendix 2 Applicant letter
- Appendix 3a Aerial view of exercise field
- Appendix 3b Layout of Boarding Establishment
- Appendix 4 Proposed conditions



**ANIMAL BOARDING ESTABLISHMENTS ACT
1963**

**CONDITIONS OF LICENCE FOR COMMERCIAL
DOG BOARDING KENNELS**

LEGISLATION AND GUIDANCE

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 and addresses the areas to be covered by the licence, relating to animal welfare and management.

For ease of reference & application the model conditions are set out in bold type with notes in italics giving additional information

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 commercial boarding of dogs. Use of the term 'kennel' refers to combined sleeping and individual exercise areas.**

2. LICENCE DISPLAY & INSURANCE

- 2.1 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.**

If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.

The number of dogs for which the premises is licensed, the number of isolation and holding kennels must be specified on the licence. Guidance to their numbers are found in the notes below.

Proprietors of animal boarding establishments are able to insure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability.

Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded.

Employers liability insurance is mandatory for boarding establishments, owners who employ staff. Employers Liability (Compulsory Insurance) Act 1969.

Certificates of insurance must be prominently displayed.

Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.

An adequate first aid kit must be available for staff use.

Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed and all other aspects of the licence conditions which are pertinent to their work. Staff should also be regularly vaccinated against tetanus.

When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise.

In consideration of "Good Reasons" existing facilities and management must be taken into account.

3. CONSTRUCTION

3.1 General

3.1.1 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 licensing officer of the local authority.

3.1.2 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, doorframes or doors in the dog kennelling area. There must be no projections liable to cause injury.

3.1.3 Fencing material must be secure and safe.

3.1.4 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

3.1.5 The construction must be such that the security of the dog is ensured.

3.1.6 All exterior wood must be properly treated against wood rot, e.g. tanned. Only non-toxic products should be used.

3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

The conversion of existing buildings should be discouraged. Experience shows that they may be more expensive to adapt and less efficient to operate.

At least 20% of the individual exercise runs must be covered with a suitable mesh.

Where galvanised welded mesh is used for fencing the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0 cm (2").

Application for building works may well require approval from the building control department and/or the planning department.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.

A safe system of work must ensure correct use of chemicals and materials used in the kennel and must include constructional details suitable to reduce spread of infection, disease and contamination.

Wood in Kennels: The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching by animals. Worn and splintered material is difficult to clean, harbours bacteria, viruses etc and allows the splinters produced to penetrate the animals' skin.

The whole point of hygienic and safe practice is to provide easy to clean surfaces.

3.2 WALLS AND PARTITIONS

- 3.2.1 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, they must be sealed so as to be smooth and impervious, and resealed as necessary.**
- 3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.**
- 3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4 ft).**
- 3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.**

This condition is to provide a physical barrier to infection. It will also reduce aggression while allowing socialisation.

Suitable materials for the construction of partition walls would be properly surfaced impervious brick/block constructions, moulded plastic; glass reinforced plastic (GRP), pre-formed plastic surfaced board etc. Such solid construction may be from floor to ceiling, but this should not be detrimental to other welfare considerations such as the dog's outlook, lighting and ventilation. Sealing refers to the use of a proprietary waterproofing agent for sealing the wall against damp penetration. Under certain circumstances sealing of brickwork can only be achieved by rendering prior to sealing.

In individual exercise areas it is recommended that the solid partition be of a minimum of 675 mm (27") high from the ground and in existing construction this condition should be phased in over a suitable period taking into consideration existing construction and the condition of the kennels.

3.3 FLOORS

- 3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials; capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.**
- 3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.**
- 3.3.3 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.**

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

Floors of kennel and related exercise areas should be constructed in impervious material and be readily cleansable while providing sufficient grip for the animal to walk or run without sustaining injury.

Drainage channels should be provided near to the kennel edge so that urine is not allowed to pass over walk areas in corridors and communal access areas. It is reasonable to face a bedding area in the opposite direction to the exercise area if separate drainage channels are appropriately sited. Before beginning any alterations you are advised to contact the building control section of the local authority. Waste water outlets may need approval from the National Rivers Authority(contact your local area office for advice).

Communal facilities must not be used by more than one dog at any one time unless they are from the same household.

Communal exercise areas should generally be discouraged. See notes in Section 4.

3.4 CEILINGS

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

Where kennels are provided, within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wild life access, lighting and ventilation.

3.5 DOORS

3.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

3.5.2 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.

3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility.

See also general construction for galvanised welded mesh use (Section 3.1).

Galvanised Weld Mesh should be a minimum of 2mm (14 gauge) in thickness. It is recommended that the spacing of the wire should not exceed 50mm (2 inches).

When designing kennel doors regard should be paid to the health and safety of the person working in the kennel, for example large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. Therefore consideration could be given to opening the outer door in an inward direction in the interests of staff safety.

3.6 WINDOWS

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

Windows when a security risk must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

3.7 DRAINAGE

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

3.8 LIGHTING

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

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.

3.9 VENTILATION

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

Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air.

Ventilation is important as an aid to disease control, a protection against smell accumulation and prevents excessive humidity of the atmosphere. High humidity increases the risk of kennel cough and should be avoided.

Siting of the bed is an important consideration. Raising the bed and providing adequate protective sides to allow the dog "depth" to seek protection are considerations in protecting the dog.

3.10 MAINTENANCE

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

4. NUMBER OF ANIMALS

4.1 Number of Dogs Permitted

4.1.1 The maximum number of dogs to be kept at any one time is (TO BE DETERMINED BY THE LOCAL AUTHORITY).

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

4.1.3 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 2.3 sqm (25 sq ft).

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

4.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

The number of dogs permitted relates to the number and size of the kennels and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding number of dogs, as well as considering kennel size and numbers, will take into account the effectiveness of site management.

Dogs from the same family, who normally live together, may prefer to share a kennel. It is a requirement that operators obtain written authorisation from the dog owner before kennel sharing is allowed. Where sharing occurs the dogs must be able to lie down comfortably in the sleeping area, with sufficient space for the door to open fully.

Holding Kennels – The number of holding kennels provided should be agreed between the kennel owner and the local authority and noted on the licence. In general holding kennels should not constitute more than 25% of the total number of residential kennels.

Identification and Control of Dogs on Site – The Control of Dogs Order 1992 requires that all dogs, whilst in a public area, must wear a collar and tag stating the name and address of the owner. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel. This will assist in the identification. It will also assist staff with dog control if one tries to escape, or if there is a fire or other emergency. In the case of sharing it will be necessary to take the collars off and hang them outside the kennel.

Dangerous Dogs – Dogs subject to contracts under current dangerous dogs legislation must have a copy of the licence and insurance certificate lodged with the boarding kennel.

4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 61cm (24 inches) high at shoulder) or 3.34 sq m (36 sq 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

4.2.4 Kennels must have a minimum height of 1.8m (6 ft) to facilitate adequate access by kennel staff for cleaning.

4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

4.2.6 Exercise areas must not be used as bedding areas.

In existing kennels the new size requirements for sleeping areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances.

During kennel construction it is necessary to use an appropriate design and correct materials to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and to minimise the risk of nuisance to persons in the vicinity of the site.

Adverse Weather – In adverse weather condition the responsible person must decide whether or not dogs are given free access to their exercise area.

In existing kennels the new size requirements for exercise areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances. This exercise area should be roofed to a minimum of half the area, sufficient to give the dog protection against the weather.

Some of this should be translucent material capable of filtering UV light and providing adequate shade.

Communal Areas for Exercise – In general, communal areas should be discouraged because of the risk of disease spread, in particular worms, and fighting. With the provision of individual exercise areas to each kennel, the extra provision of a communal area need not be provided. Surface ponding of water must not occur and land drainage should be provided where necessary if normal site drainage proves inadequate.

The risk of spreading disease, in particular worms, is increased by use of communal areas.

All communal exercise areas should be provided with an impervious cleansable surface at least around the perimeter (concrete, laid to a suitable fall to prevent ponding and promote drainage).

5. MANAGEMENT

5.1 Training

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

The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:

- *Animal Welfare*
- *Cleanliness & Hygiene*
- *Feeding and Food Preparation*
- *Disease Control*
- *Recognition and Treatment of Sick Animals*
- *Health and Safety*
- *Emergency Procedures*

Transportation of Animals – All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate

ventilation. All vehicles must be secure and should not be left unattended when transporting a dog.

5.2 TEMPERATURE IN KENNELS

- 5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.**
- 5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a minimum temperature of 10°C (50°F)**
- 5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.**

Many kennels have been built without proper concern for the welfare of the dog. The materials used on the kennel exterior may not offer adequate protection against temperature variations throughout the majority of the year.

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced.

Where temperatures lower than indicated are reached the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.

The temperature of the isolation kennels should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the veterinary surgeon.

The difficulty of providing maximum temperature levels is acknowledged. 26°C (79°F) is a realistic temperature, which should not be exceeded, in normal circumstances.

It is important to remember that a minimum temperature of 10°C (50°F) is required and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs. Failure to provide additional heating will cause dogs to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature. It is often difficult to maintain adequate temperatures with north facing openings. Correct attention to orientation of the kennel will allow maximum use of natural light.

Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the dogs will suffer.

Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation of the kennels must not be an excuse to allow unnecessarily high temperatures being attained.

Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.

5.3 CLEANLINESS

- 5.3.1 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.
- 5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
- 5.3.3 All bedding areas must be kept clean and dry.
- 5.3.4 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.
- 5.3.5 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 with infectious diseases. The final disposal route for all such waste must be incineration.
- 5.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Arrangements must be made with the Waste Collection Authority or waste management contractor authorised for the purposes of the duty of care, for removal of other wastes from the establishment under the Environmental Protection Act 1990. Foul waste water must be disposed of by discharge to the approved drainage system.

Cleaning

A cleansing regime would include:

- (1) Removal of solids.*
- (2) Washing down.*
- (3) Application of disinfection in accordance with manufacturer's instructions and contact time.*
- (4) Drying.*

The physical collection (shovel and bucket) of faeces is usual.

The use of detergent and water will "wash down". Equally pressure hoses or steam cleaning will wash down more effectively.

There is a need to control bacteria, viruses, fungi within the sanitising process.

There is little point in putting down disinfectant only to wash it away in a short period of time. The long term activity of chemicals used in the control of viruses, bacteria and fungi should be considered.

Great care should be taken when using any chlorine based chemical, e.g bleach.

Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily be the best system to use.

There is a balance between the dog enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc. Staff handling between kennels further increases the risk of disease spread. While owners' own baskets and bedding may help a dog to settle, particularly during its first stay in boarding conditions, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.

5.4 FOOD AND WATER SUPPLIES

5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

5.4.2 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.

5.4.3 Eating vessels must be cleansed after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

Dogs should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the dogs and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon will be called in to advise.

Food should not be left for excessive periods within the kennel in order to avoid smells and flies. More food and water may be required for old or young dogs. No food should be left outside at night.

Disposable eating dishes, although expensive, are recommended as hygienic since they cannot transmit infection and are a saving of time and labour since they are immediately disposable. Expanded polystyrene is not a suitable material for disposable dishes.

5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided and potential food contamination must be avoided.

5.5.3 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.

5.5.4 Containers for storing foods must be provided and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

- 5.6.2 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 or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.**
- 5.6.3 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.**
- 5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on the premises.**
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.**

"Other relevant diseases" allows for the insertion of diseases which may as yet be unknown but which may be regarded as important in the future or which may be added according to circumstances.

*Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturers' instructions. For example, intra-nasal vaccination for *Bordetella bronchiseptica* (part of the Kennel Cough complex) is regarded as giving solid protection after only 5 days.*

Vaccination against Kennel Cough should be encouraged. Kennel owners should seek the advice of their veterinary surgeon regarding accomplishment of this, as the disease is generally regarded as being multi-factorial.

It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.

Phenolic disinfectants should not be used around dogs and dogs must be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks, lice etc) the dog must be treated with a proprietary insecticide.

If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants etc must be used strictly in accordance with the manufacturers' instructions and hazard sheets kept for staff, which explains precautions to be taken by the user.

The first aid kit for use on dogs must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.

It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any dog that has died on

the premises must be referred to a veterinary surgeon and the licensing officer of the local authority should be informed.

A veterinary practice should be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position in a public area. The 24-hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing facilities these isolation facilities must be in compliance with the other licence conditions but must be separate and physically isolated from the main kennels by a distance of at least 5m (15ft). (See also temperature control).

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

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

Isolation facilities must be provided at the rate of at least 1 isolation kennel for up to 50 kennels at the establishment and pro rata above that. The number should be noted on the licence.

The requirement for 5m distance between isolation facilities and main kennels is based upon consideration of the distance that a dog sneeze travels. Intervening buildings and constructional detail (i.e window and door positions) should be taken into account. Individual circumstances may significantly vary the stated figure.

Isolation facilities must be used where the presence of infectious disease is suspected. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used for this purpose in exceptional circumstances, i.e where stray intake is minimal. Condition 5.5.5 would apply to staff handling strays.

Protective clothing, footwear and equipment including cleaning equipment for use only in the isolation facility must be used to reduce the spread of infection.

In new build, isolation facilities must be separated by 10 metres from the main units.

5.8 REGISTER

5.8.1 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 telephone number of contact person whilst boarded;**
- **name and address and telephone number of dog's veterinary surgeon;**
- **anticipated and actual date of departure;**

- **health, welfare and nutrition requirements;**
- **permissions obtained where animals share a kennel;**
- **authorisation for veterinary treatment.**

5.8.2 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.

5.8.3 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.

Computerised, loose-leaf, index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner's agreement to share may be kept on a separate form if a computerised system is used.

It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the kennelling. The Licensing Officer of the local authority will consider the details recorded in the register against the actual facts observed.

Owners should be encouraged to sign an authorisation for veterinary treatment.

5.9 IDENTIFICATION OF KENNELS

5.9.1 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.

An alternative system of identification can be used with the approval of the Licensing Authority providing the system in use meets the criteria for identification and information provision for each dog and is readily accessible and easy to use.

The system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments etc. If identified on the kennel it must not obscure the primary information. If additional information is stored electronically or manually away from the kennel the information must be readily and easily accessible.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

Suitable intervals for visiting means intervals of not less than four hours, starting at 8.00 am until 6.00 pm. An evening visit may be appropriate but must be balanced against the possibility of disturbing the dogs and causing noise nuisance.

5.11 FIRE PRECAUTIONS

5.11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

5.11.2 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 other emergency.

- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.**
- 5.11.4 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.**
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.**
- 5.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.**
- 5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.**

It is recommended that plans and details of the establishment are logged with the police and fire authorities. Fire protection advice must be sought from the fire prevention officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes etc and implemented. The general maxim of "people first" in the event of fire is good advice.

Where rebuilding or providing new buildings, the fire prevention officer will give advice on fireproofing requirements.

The advice given by the fire prevention officer should be in writing and particular regard should be given to the safe storage of inflammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors.

Dogs should not have direct access to open flame devices.

APPENDIX 2

Springfield Boarding Kennels
Penpedairheol Farm
Cwmalsie Lane
Blackwood
NP12 2QT
9TH November 2021

Caerphilly County Borough Council
Licensing Department

Dear Sirs,

RE LICENSE NUMBER AB 027

We are contacting you regarding condition 3.3.4 of the above license. The conditions states "Communal facilities must not be used by more than one dog at any one time unless they are from the same household". We would respectfully request the removal of this condition from our license to enable the socialisation of dogs at our facility. We feel that providing suitable dogs with the opportunity to interact with other suitable dogs, would improve their welfare. This would be achieved by greater enrichment, more engagement and providing the opportunity for the dogs to display normal behaviour.

Dogs which are in the care of a home boarder, day care or dog walker, are permitted to be socialised. We feel that we have the right environment and conditions, for dogs in our care, to be offered the opportunity to socialise.

There are many Local Authorities within Wales which have adopted newer licensing conditions, which allow the mixing of dogs from different households.

Therefore, we would be grateful, if you will kindly allow the removal of licensing condition 3.3.4 in order to enable the socialisation of dogs from different household at our facility.

Thank you for your time and we look forward to your response.

Yours faithfully,

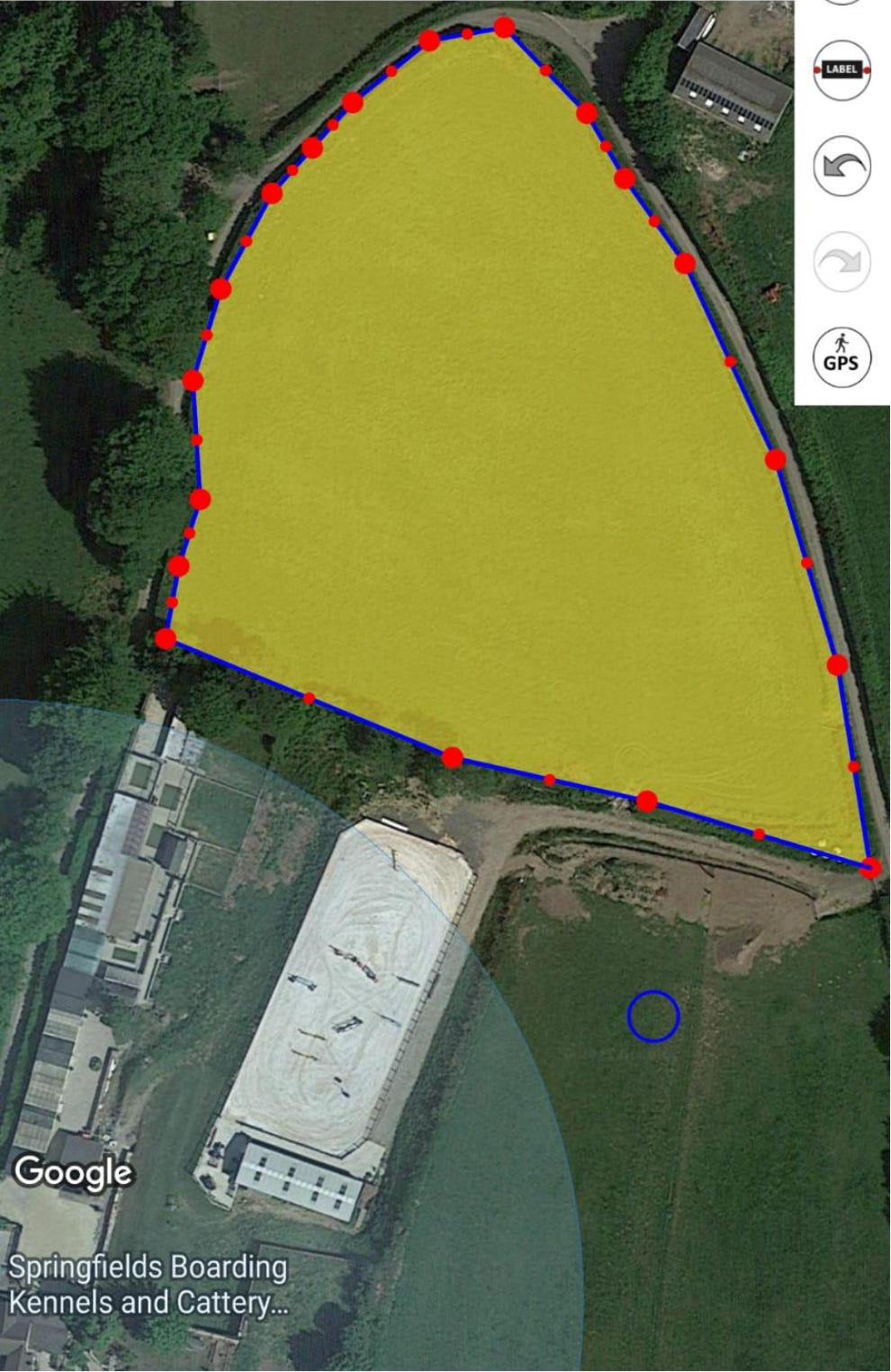
Jennie Thomas, Angelique Thomas and Alun Davies

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9:56 4G

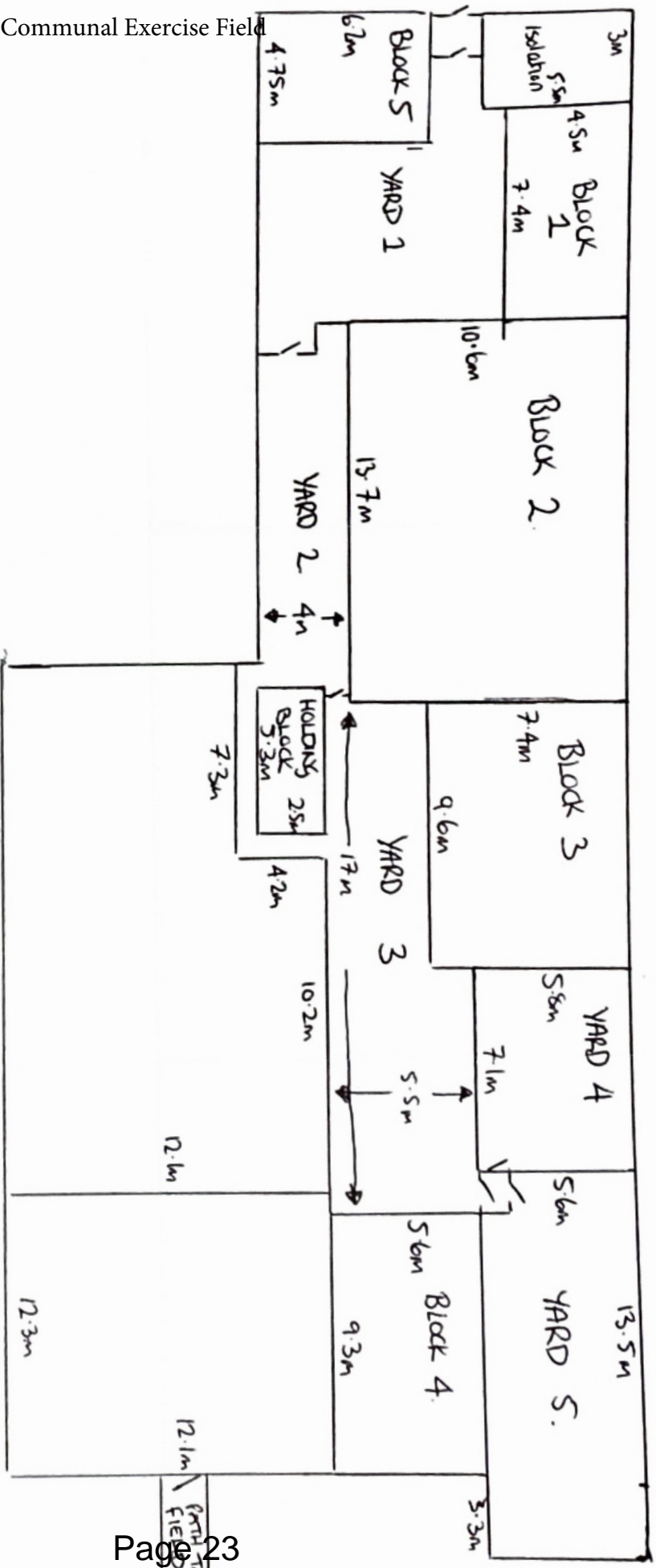
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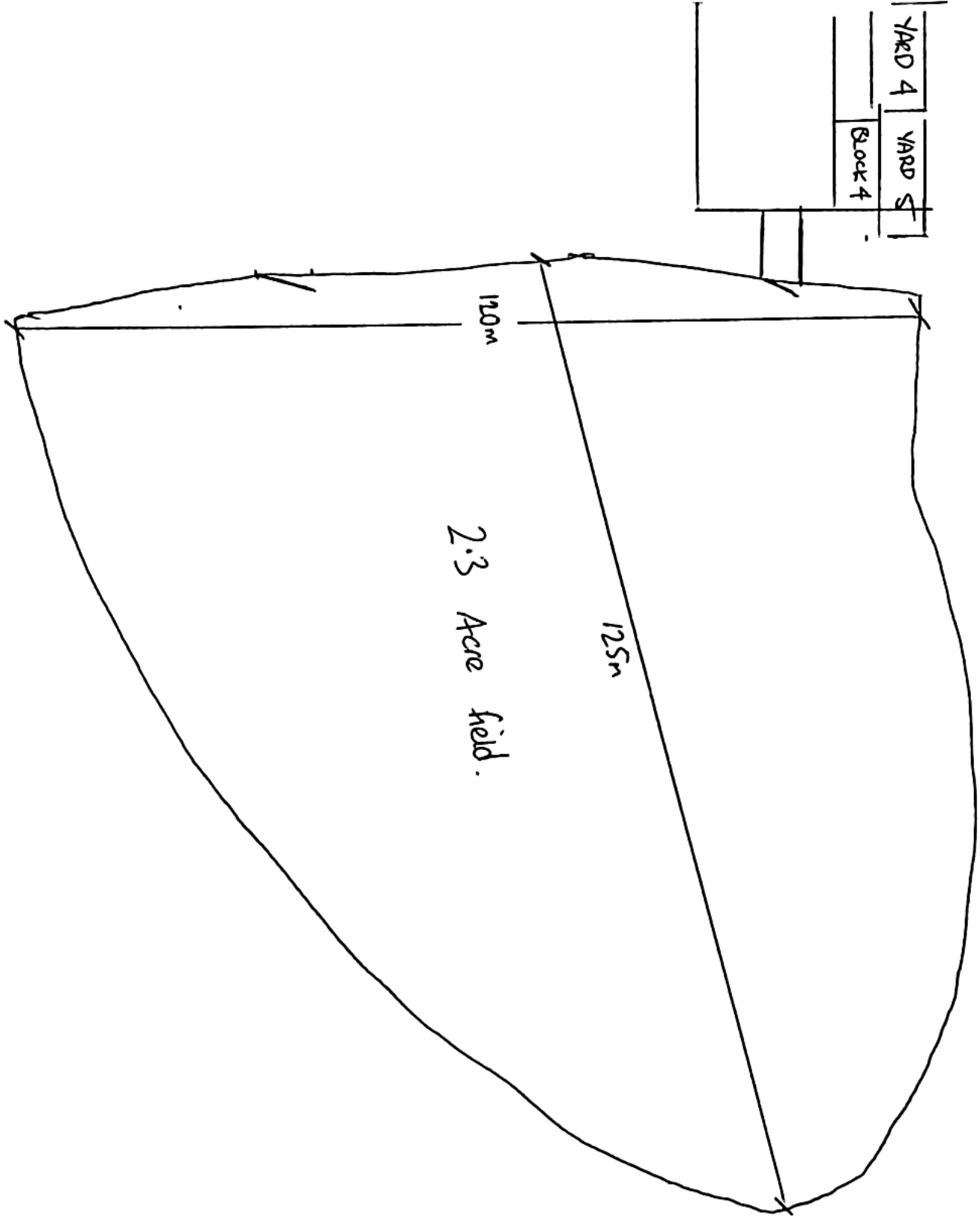
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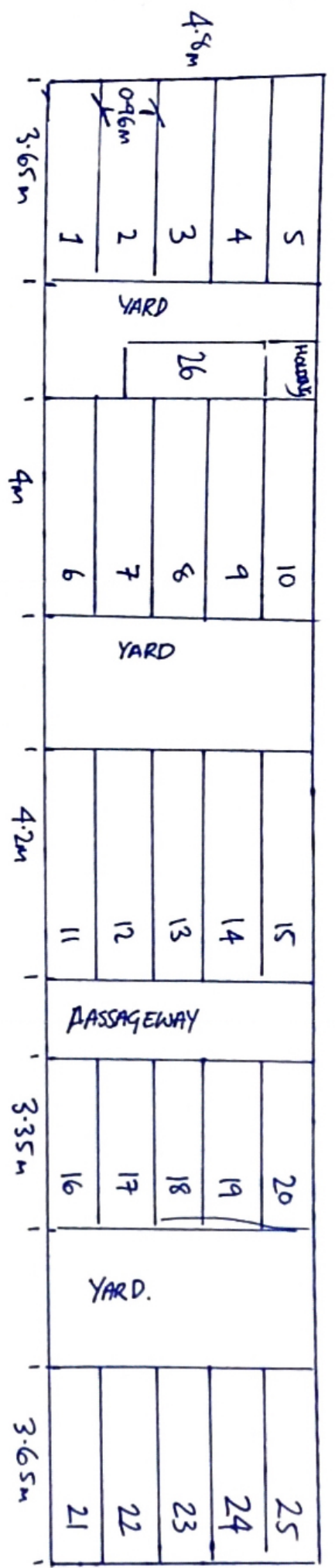


Gadewir y dudalen hon yn wag yn fwriadol

Diagram showing Kennel Block Layout and Communal Exercise Field







Gadewir y dudalen hon yn wag yn fwriadol

Springfield Boarding Kennels & Cattery

Commercial Boarding Establishment

Premises Specific Conditions following removal of Condition 3.3.4 (the requirement that Communal Facilities must not be used by more than one dog at any one time unless they are from the same household)

1. Dog from different households must not be mixed, including in exercise areas and when walked, unless prior written consent has been obtained from the owner
2. The owner must stipulate what mixing is to take place i.e. whether it is mixing with suitable dogs selected by the kennels proprietor or with named dogs only
3. There must be multiples of all resources in the communal area(s) (water bowls, toys).
4. The ability to separate dogs must be available and each dog (or dogs from the same household) must be allocated a designated kennel within the boarding premises where it is can be kept separate from other dogs.
5. Dogs must be carefully monitored whilst in the communal exercise areas (this is to prevent fighting, injuries, competition, stress, and anxiety in dogs that are not happy mixing with other dogs). This would require that animals are not left unattended.
6. Potential competition between dogs must be avoided when feeding enrichment takes place and use of items should be monitored.
7. A documented policy must be in place for monitoring the introduction of new dogs to the existing group to avoid stress to a new or existing animal
8. Unneutered bitches must not be accepted alongside entire male dogs unless there is sufficient separation in sound, sight, and where possible smell. Entire males must not be mixed in the same communal area with unneutered bitches.
9. Dogs under one year of age should be accommodated in a separate social group
10. Consideration must be given to the age, size, and behaviour differences between dogs to minimise the risk of injuries
11. A documented method of review must be in place to ensure that dogs are excluded if they exhibit any aggressive behaviour
12. In addition to the current vaccination and disease control requirements all dogs must also have been vaccinated against kennel cough
13. Feeding should not take place in the communal areas

Gadewir y dudalen hon yn wag yn fwriadol