AL/24/14/PL

LICENCE CONDITIONS FOR CAT BOARDING ESTABLISHMENTS

1. INTRODUCTION

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

Use of the term 'unit' relates to combined sleeping and individual exercise areas.

2. LICENCE DISPLAY

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.

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 All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80 (see 3.3.2).

3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.

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

3.1.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.

3.1.6 Fencing material must be secure and safe.

3.1.7 The construction must be such that security of the cat is ensured.

3.1.8 All areas to which cats have free access must be roofed (see 3.4.2).

3.2 Walls

3.2.1 Walls with which cats 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 to be as smooth, impervious and be resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.

3.2.3 Full length sneeze barriers must be provided where the gap between units is less than 625mm (2ft).

3.3 Floors and Concrete Bases

3.3.1 The concrete base and floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.

3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (See Condition 3.1.2).

3.4 Ceilings and Roofing

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

3.4.2 All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

3.5 Doors

3.5.1 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 edging is used, this must not present a risk of injury to the cat.

3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

3.6 Windows

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

3.7 Drainage

3.7.1 Kitchens 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 must be natural light.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

3.9 Ventilation

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

4 NUMBERS OF ANIMALS

4.1 Number of Cats Permitted

4.1.1 The maximum number of cats to be kept at any one time is set out in the schedule to the licence.

4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner. Cats from different households may share a unit of adequate size provided that they have previously socialised and each cat's owner has given written consent, which shall be in the form specified in Appendix A. Written consents must be kept on the premises and available for inspection by an authorised officer during the period of boarding.

4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq ft. In new construction the floor area must be a minimum of 12 sq ft. Holding units must have a minimum height of (0.9 m) 3ft.

4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the Local Authority.

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

4.2 Unit Size, Layout and Exercise Facilities

4.2.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

4.2.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16 sq ft) for two cats, 1.85 sq m (20 sq ft) for up to four cats.

Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Licensing Authority.

4.2.3 Units must have a minimum internal height of 1.8 m (6 ft).

4.2.4 The height of the sleeping area must be at least 3 ft (91 cm) in existing and 4 ft (1.22 m) in new build.

4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

4.2.6 In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.

4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

4.2.8 Exercise areas must not be used as sleeping areas.

4.2.9 There must be direct and voluntary access to the exercise area.

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.

5.2 Temperature in Units

5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.

5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10C (50°F).

5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

5.3 Cleanliness

5.3.1 All units, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.

5.3.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste must be incineration.

5.3.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

5.4 Food and Water Supplies

5.4.1 All cats must be adequately supplied with suitable food. At least 2 meals a day must be offered at approximately 8 hours apart. 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 and must be maintained in a clean condition. Disposable eating dishes may be used.

5.4.3 Eating vessels must be cleansed or disposed of after each meal.

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

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 cats.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and 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 must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

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 cats, staff and visitors.

5.6.2 Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease 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 manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

5.6.4 A well stocked first-aid kit suitable for use on cats must be available and accessible on site.

5.7 Isolation

5.7.1 Isolation facilities must be provided.

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3 m (10 ft), (See also temperature control).

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

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

5.8 Register

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

- date of arrival
- name of cat, any identification system such as a microchip number or tattoo
- description, breed, age and gender of cat
- 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 cat's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements

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.

5.9 Identification of Units

5.9.1 Each unit must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

5.10 Supervision

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

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

5.11 Fire Precautions

5.11.1 Appropriate steps must be taken for the protection of the cats 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 to where cats 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 units.

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 cats.

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 fire or other emergency.

APPENDIX A

Consent for cats to share

PART A

I, ..., being the owner/keeper of the following cat

Cat's name.....

Breed.....

Colour.....

Identifying marks.....

HEREBY give consent for him/her to share a unit of adequate size with the cat described in Part B below. I confirm that the cats have previously socialised successfully and the other owner is known to me.

Signature.....Date.....

Address.....

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PART B

I, ..., being the owner/keeper of the following cat

Cat's name.....

Breed.....

Colour.....

Identifying marks.....

HEREBY give consent for him/her to share a unit of adequate size with the cat described in Part A above. I confirm that the cats have previously socialised successfully and the other owner is known to me.

Signature.....Date.....

Address.....

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