



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton  
[graham.walton@bromley.gov.uk](mailto:graham.walton@bromley.gov.uk)

DIRECT LINE: 0208 461 7743

FAX: 020 8290 0608

DATE: 20 September 2018

## GENERAL PURPOSES AND LICENSING COMMITTEE

**Wednesday 26 September 2018**

Please see the attached report marked “to follow” on the agenda.

- 9 CHANGES TO ANIMAL LICENSING LEGISLATION - REVIEW OF FEES AND CONDITIONS (Pages 3 - 84)**

*Copies of the documents referred to above can be obtained from*  
<http://cds.bromley.gov.uk/>

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Report No. **London Borough of Bromley**

## PART ONE - PUBLIC

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**Decision Maker:** **GENERAL PURPOSES & LICENSING COMMITTEE**

**Date:** **Wednesday 26<sup>th</sup> September 2018**

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **Changes to Animal Licensing Legislation - Review of Fees and Conditions**

**Contact Officer:** Steve Phillips Lead Practitioner Licensing Team  
Tel: 020 8313 4659    E-mail: [steve.phillips@bromley.gov.uk](mailto:steve.phillips@bromley.gov.uk)

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services

**Ward:** (All Wards);

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### 1. Reason for report

On the 1 October 2018 a new statutory instrument (2018 No.486) comes into force, namely the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The new legislation introduces an update licensing framework in England for five activities involving animals, selling animals as pets, providing for or arranging for the provision of boarding for cats of dogs, hiring out horses, dog breeding and keeping or training animals for exhibition. The introduction of the legislation has highlighted the need to revise both current procedures and Fee structure.

This report seeks to advise the committee of the changes to animal licensing conditions which are in line with the new legislation.

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### 2. **RECOMMENDATION(S)**

**That the Committee:**

**(a) Note the changes required by the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and the associated conditions.**

**(b) Agree to retain the current fee structure until such time that the new fees can be reviewed and set in accordance with the guidance provided by Defra.**

**(c) Delegate to the Director of Environment and Community Services the administration of the Council's power to grant or renew a licence for a licensable activity under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs or keeping or training animals for exhibition.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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## Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Excellent Council Quality Environment Safe Bromley
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## Financial

1. Cost of proposal: Cannot be quantified at this moment in time
  2. Ongoing costs: Cannot be quantified at this moment in time
  3. Budget head/performance centre: Food Safety and Licensing
  4. Total current budget for this head: £350k
  5. Source of funding: Existing total net revenue budget 2018/19
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## Personnel

1. Number of staff (current and additional): *5.5 FTE*
  2. If from existing staff resources, number of staff hours:
- 

## Legal

1. Legal Requirement: Statutory Requirement:
  2. Call-in: No
- 

## Procurement

1. Summary of Procurement Implications:

The City Of London Vet Service may decide not to renew their contract in the future. If this inspection function was transferred to the Council, Officers would need to undertake the “animal inspector” level provision qualification. Additional Officers would also need to be employed to fulfil the function (the number cannot be quantified at this time). As the cost of the contract is below £17k, this would not be cost effective, and this measure would not negate the requirement for the provision of a Certified Vet for the Equine and Breeding elements of the licensing regime.

In order to mitigate the risk moving forward, it is proposed that the Licensing Team undertake a market testing exercise to ascertain whether there are additional providers available, and to work with neighbouring Boroughs to establish whether there are alternative options for service delivery thus far not explored.

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## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): There are 64 businesses that hold a relevant license.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not applicable

### **3. COMMENTARY**

#### **Introduction and Background**

- 3.1 The Council has responsibility for licensing various animal businesses, pet shops and riding establishments. Businesses are expected to meet the conditions associated with the licence relating to the welfare of the animals concerned.
- 3.2 The Licensing Team currently consider applications and issue a range of animal welfare licences under the following legislation: Domestic Dog Boarding under the Animal Boarding Act 1963, Catteries – Animal Boarding Act 1963, Dog Breeding – Breeding of Dogs Act 1973 and 1991, and Breeding and sale of Dogs (Welfare) Act 1999, Pet Shops – Pet Animals Act 1951, Kennels – Animal Boarding Act 1963, Riding Establishments – Riding Establishments Act 1964 and 1970.
- 3.3 The conditions associated with each type of licence provide a basis to assess compliance with relevant legislation. New legislation namely; The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 comes into force on the 1<sup>st</sup> October 2018 and this regulation combines all of the above pieces of legislation into one place.
- 3.4 The new legislation outlines general conditions which each licence holder must meet and additional higher standards have also been outlined. These are national conditions and they cannot be amended, deleted or added to.
- 3.5 Any Business with an unexpired licence will continue in force for the rest of the term under the relevant Act. For the majority of businesses this will be the 31<sup>st</sup> December 2018. The only exceptions within the borough are 2 riding establishments, whose licences expire prior to this date.
- 3.6 Any registration of a person under the Performing Animals (Regulation) Act 1925 will continue in force, for six months until the 1<sup>st</sup> April 2019.
- 3.7 As a result of this new legislation, conditions have been revised as detailed in Appendices A – H. These update the previous conditions used when issuing licences following an annual inspection. The new conditions will be implemented within the context of the new legislation.
- 3.8 The new legislation also gives Local Authority officers responsibility to issue and enforce licences for Dog Day Care (which was not previously licensable) and Keeping or Training of Animals for exhibition as a result there are further conditions (appendix G and H) which will be enforced.
- 3.9 The licence conditions proposed in this report are based on those which are set down within the legislation and also consideration has been given to the guidance notes which have been issued in conjunction with, and to support the new legislation. There are three levels of criteria

which are applied to each licence, firstly mandatory conditions which a licence holder must meet in order for a licence to be issued (these are black font in the attached conditions), secondly, higher standards which the licence holder is required to meet (these are in underlined font in the attached conditions) and thirdly optional higher standards which the licence holder is not required to meet but which would help them in achieving a higher star rating (*these are underlined in italic font in the attached conditions*). These are national conditions and cannot be amended, deleted or added to.

- 3.10 There are a number of different functions set out within the legislation and these all have a cost attached to them, which can be charged for on a cost recovery basis. For example, a business can now apply for a re-rating at any point during the term of their licence. This would require an additional visit to, or inspection of the premises, and a new cost would be attached to this. As Council Officers do not hold the prerequisite qualifications to carry out inspection work, this element of the service is currently provided by the City of London Vet Service.
- 3.11 In order to ensure that the cost of delivering the licensing process is fully covered, a review will be required to ascertain appropriate fees and charges to be applied for administering the licensing scheme, including for example the additional inspections. The City of London Vet Service has indicated that they will not have the resources necessary to fulfil all of their statutory functions, and that there will be a requirement to employ additional inspectors. As the fees for this work are applied on a cost recovery basis, it is necessary to ensure that the fees set will cover any additional inspections that need to take place, as it is anticipated that the contract price with the City of London Vet Service will increase (this is invoiced based and is currently below £17K PA). However, they have yet to complete their costing exercise, as DEFRA have not yet issued their full guidance on fee structures. This delay has hindered progress in this area, and as such, this report seeks approval to retain the current level of fees set out in Appendix I, until the new fees can be determined. Appendix I also shows for comparison and information the fees for the new 2018 regulation that an outer London Authorities have published even though the formal DEFRA fee guidance has yet to be issued.
- 3.12 As some of areas of licencing are new to the service, (such as dog day care. In these instances, it is proposed that the current fees that most closely match that activity are applied (for example dog kennelling).
- 3.13 The City of London Vet service has made all current licence holders aware of the changes, and whilst no specific consultation has been undertaken by the council, extensive consultation has been undertaken by DEFRA as part of the development of the new regulations and standards.
- 3.14 The Licensing Team will continue to work with legitimate businesses to ensure compliance and will provide support and guidance during this transitional period; licensed businesses will be sent the relevant updated licence conditions with a covering explanatory letter on the different levels of criteria before the renewal date of their licence. This is to ensure that licence holders are aware of the standards at which their business will be assessed. The updated conditions will also be available on the Council's website. The business will also be made aware of the new fees and charges associated with their licence once determined.

#### **4. Financial Implications**

- 4.1 At this moment in time it is not possible to quantify the additional costs and income that will result from this change in legislation.
- 4.2 Once DEFRA has issued the full guidance for setting fees under the new legislation, officers will determine what the costs and fee structure will be, to ensure that all costs incurred are recovered through the new fees.

## 5. Legal Implications

- 5.1 A delegation of the powers granted to the Council to grant or renew a licence for a licensable activity to the Director of Environment and Community Services is required to ensure the day to day implementation of the Council's functions pursuant to the Regulations.

## 6. Procurement Implications

- 6.1 The City of London Vet Service currently provide the service of inspection for all animal licensing activities for the Council (for both animal inspector and certified vet level inspections), as inspectors need specialist qualifications to carry out their role.
- 6.2 They have confirmed they will continue to provide this service under the new 2018 Regulations. However they have stated that the new provisions will increase demand on their service, which will require the employment of additional staff, and, they have indicated that their new fees (once determined) will be higher.
- 6.3 The City of London Vet Service provides a service for many London Authorities, and there is a risk that they may decide to stop providing the service in the future. It is an option for the Council to fund training for Officers to undertake the "animal inspector" level provision qualification, however, this would not negate the requirement for the provision of a Certified Vet, as the inspection of equine and breeding establishments can only be carried out by certified vets. Moreover, additional Officers would need to be employed to fulfil the function, and as the cost of the contract is below £17k, this would not be cost effective.
- 6.4 In order to mitigate the risk moving forward, it is proposed that the Licensing Team undertake a market testing exercise to ascertain whether there are additional providers available, and to work with neighbouring Boroughs to establish whether there are alternative options for service delivery thus far not explored.

## 7. Policy Implications

- 7.1 Existing policy

<b>Non-Applicable Sections:</b>	<b>Personnel Implications, Impact on Vulnerable Adults and Children</b>
Background Documents: (Access via Contact Officer)	

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London Borough Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Home Dog Boarding

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - *A person responsible for the care of the dogs with a relevant OFQUAL regulated Level 3 qualification must be present during the working day.*
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

## 5.0 Suitable Environment

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
  - a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant)
  - d) Noise levels
  - e) Light levels
  - f) Ventilation
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress
  - There must be a designated other person or member of staff who can cover any emergency of absence of leave so that the dogs are never left alone.

## 6.0 Suitable Diet

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.

- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

## 7.0 Monitoring of behaviour and training of animals

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons.
  - Any outside space will have two secure physical barriers between any dog and any entrance/exit.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
- a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

## 8.0 Animal Handling and Interactions

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

## 9.0 Protection from Pain, Suffering, Injury and Disease

- 9.1 Written procedures must -
- a) Be in place and implemented covering-
    - i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,
    - iv. The prevention of, and control of the spread of, disease,
    - v. Monitoring and ensuring the health and welfare of all the animals,

- vi. The death or escape of an animal (including the storage of carcasses).
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in separate self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases, pathogens and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

## 10.0 Emergencies

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the

## Appendix A

people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.

- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

**Part B – Specific Conditions for Home Dog Boarding**

**1.0 Home**

- 1.1 Dogs must be accommodated within the home.
- 1.2 The home must include –
  - a) Direct access to a private, non communal, secure and hazard-free external area, and
  - b) A secure physical barriers between any dog and any entrance to or exit from it.

**2.0 Suitable Environment**

- 2.1 Dogs from different households may only be boarded at the same time with the written consent of every owner.
- 2.2 Each dog must be provided with its own designated room, where it can be kept separate from other dogs.
- 2.3 Each dog must have a clean, comfortable and warm area within its designated room where it can rest and sleep.
- 2.4 Each designated room must have a secure window to the outside that can be opened and closed as necessary.
- 2.5 A dog must not be confined in a crate for longer than three hours in any 24 hour period.
- 2.6 A dog must not be kept in a crate unless –
  - a) It is already habituated to it,
  - b) A crate forms part of the normal routine for the dog;
  - c) The dog’s owner has consented to the use of a crate.
- 2.7 Any crate in which a dog is kept must be in good condition and sufficiently large for the dog to sit and stand in it at full-height, lie flat and turn around.

**3.0 Suitable Diet**

- 3.1 Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.

**4.0 Monitoring of behaviour and training**

- 4.1 Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering disease or distress to the dog and must be correctly used.
- 4.2 Each dog must be exercised at least once daily as appropriate for its age and health.
  - Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- 4.3 Dogs which on the advice of a veterinarian cannot be exercised must be provided with alternative forms of mental stimulation.

**5.0 Housing apart from other dogs**

- 5.1 Written consent must be obtained from the owner or owners (as the case may be) to keep dogs together in a designated room.
- 5.2 Unneutered bitches must be prevented from mating.
- 5.3 If any person aged under 16 years resides at the home, there must be a procedure in place to regulate the interactions between the dogs and that person.

**6.0 Records**

- 6.1 A register must be kept of all the dogs at the premises which must include –
  - a) The dates of each dogs arrival and departure;
  - b) Each dogs name, age, sex, neuter status, microchip number and a description of it or its breed;
  - c) The number of dogs from the same household;
  - d) A record of which dogs (if any) are from the same household;
  - e) The name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
  - f) In relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
  - g) The name and contact details of the dogs normal veterinarian and details of any insurance relating to the dog;
  - h) Details of each dog’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
  - i) Details of the dog’s diet and related requirements;
  - j) Consent forms;
  - k) A record of the date or dates of each dog’s most recent vaccination, worming and flea treatments;
  - l) Details of any medical treatment each dog is receiving.
- 6.2 When outside the premises, each dog must wear an identity tag which includes the licence holder’s name and contact details.

**7.0 Protection from pain, injury, suffering and disease**

- 7.1 Before a dog is admitted for boarding, all equipment to be used or in relation to that dog must be cleaned and disinfected.
- 7.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

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London Borough Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for providing boarding for cats

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
  - Staffing levels will be up to 1 full-time equivalent attendant per 20 cats kept or a higher ratio of qualified staff.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - A member of staff with an OFQUAL regulated Level 3 qualification in a relevant subject must be present during the working day.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

## 5.0 Suitable Environment

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- Cats must be provided with a design and layout that provides them with choice. This can be achieved by, for example, inclusion of raised platforms.
- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
- a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant)
  - d) Noise levels
  - e) Light levels
  - f) Ventilation
- Ventilation must be a managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weather. This can be an air conditioning unit or use of removable fans.
  - Temperatures in the sleeping environment must be above 18°C
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress
- All individual cats must be inspected at least once at an appropriate interval during the out of hours period (eg. 1800-0800)

## 6.0 Suitable Diet

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

#### 7.0 **Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments
  - Provision must include a choice of hiding places and different levels/shelves.
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if averse or abnormal behaviour is detected.
  - Behavioural observations must be recorded daily.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
  - a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

#### 8.0 **Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
  - Where more than one cat share a unit daily behavioural observations are recorded – these should especially focus on any signs of stress/aggression.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

#### 9.0 **Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must –
  - a) Be in place and implemented covering-
    - i. Feeding regimes,

- ii. Cleaning regimes,
  - iii. Transportation,
  - iv. The prevention of, and control of the spread of, disease,
  - v. Monitoring and ensuring the health and welfare of all the animals,
  - vi. The death or escape of an animal (including the storage of carcasses).
- b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- Designated on site isolation facilities must be available and must follow the same size and facility requirements as normal cattery unit.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering,

injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

#### 10.0 Emergencies

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.
  - A competent person must be on site at all times.

### **Part B – Specific Conditions for Boarding for cats**

#### 1.0 Suitable environment

- 1.1 Cats within the premises to which the licence relates must be prevented from coming into direct contact with other animals from outside the premises.
- 1.2 There must be a safe, secure, waterproof roof over the entire cat unit.
- 1.3 A cat unit may only be shared by cats from the same household.
- 1.4 Communal exercise areas are not permitted.
- 1.5 Each cat unit must be clearly numbered and there must be a system in place which ensures that information about the cat or cats in each cat unit is available to all staff and any inspector.
- 1.6 Each cat unit must provide the cat with sufficient space to—
  - a) Walk,
  - b) Turn around,
  - c) Stand on its hind legs,
  - d) Hold its tail erect,
  - e) Climb,
  - f) Rest on the elevated area; and
  - g) Lie down fully stretched outWithout touching another cat or its walls.
  - Units must be 1.5 times the minimum sizes stated.

- 1.7 Each cat unit must have sufficient space for each cat to sit, rest, eat and drink away from the area where it urinates and defecates.
- 1.8 Cats must have constant access to their sleeping area.
- 1.9 A litter tray must be provided at all times in each cat unit. A safe and absorbent litter material must be provided. Litter trays must be regularly cleaned and disinfected.
- 1.10 Each cat unit must include an elevated area.
- Each cat must have access to at least two raised areas – one of which must be in the sleeping area and one must be in the exercise area.
- 1.11 Adjoining cat units must have solid barriers covering the full height and full width of the adjoining wall.
- There must be completely opaque sneeze barriers rather than translucent upto 600mm and behind any shelves.
- 1.12 Any gaps between cat units must be a minimum of 0.6 metres wide.
- 1.13 Any cat taken out of a cat unit must be secured in a suitable carrier.
- 1.14 The sleeping area must form part of the cat unit and be free from draughts.

## 2.0 Monitoring of behaviour and training

- 2.1 There must be an area within the unit in which the cat can avoid seeing other cats and people if it so chooses.
- 2.2 Each cat unit must include a facility for scratching. Any surface within a cat unit available for scratching must either be disinfected between uses by different cats or disposed of.
- 2.3 All cats must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.
- 2.4 All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.

## 3.0 Records

- 3.1 A register must be kept of all the cats on the premises which must include—
  - a) the dates of each cat's arrival and departure,
  - b) each cat's name, age, sex, neuter status and a description of it or its breed,
  - c) each cat's microchip number, where applicable,
  - d) the number of any cats from the same household,
  - e) a record of which cats (if any) are from the same household,
  - f) the name, postal address, telephone number and email address of the owner of each cat and emergency contact details,
  - g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency,
  - h) the name and contact details of each cat's normal veterinarian and

details of any insurance relating to the cat,

- i) details of each cat's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise,
- j) details of each cat's diet and related requirements,
- k) any required consent forms,
- l) a record of the date or dates of each cat's most recent vaccination, worming and flea treatments, and
- m) details of any medical treatment each cat is receiving.

#### **4.0 Protection from pain, injury, suffering and disease**

- 4.1** A cat must remain in its assigned cat unit, except when it is moved to an isolation cat unit or to a holding cat unit.
- 4.2** Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for cats takes place.
- Where applicable, there must be a completely separate unit for any other activities such as rescue or breeding.
  - 4.3** All equipment must be cleaned and disinfected before a cat is first introduced into a cat unit.
  - 4.4** A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
  - 4.5** A holding cat unit must only be used in an emergency and must not be used for longer than is necessary and in any event for no longer than a total of 12 hours in any 24-hour period.
  - 4.6** In this paragraph, "holding cat unit" means a cat unit, separate from any other cat unit, in which a cat may be housed temporarily.

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London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Breeding Dogs

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
  - Staffing levels will be up to 1 Full Time Equivalent attendant per 10 adult dogs kept
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - Where there are staff employed at least one must have an OFQUAL regulated Level 3 qualification in a relevant subject and must be present during the working day.
  - A suitably qualified behaviour expert must be appointed in relation to the licensable activity and active engagement recorded.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

## 5.0 Suitable Environment

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- Dogs must be provided with a design and layout that provides them with choice beyond minimum enrichment requirements. This can be achieved by, for example, inclusion of raised platforms or more than one room.
- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
- a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant),
  - d) Noise levels,
  - e) Light levels,
  - f) Ventilation.
- Ventilation must be managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.
  - A noise management plan must be in place e.g. physical barriers, sound absorbing materials, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness.
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress
- All individual dogs must be inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800)

## 6.0 Suitable Diet

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- Dogs must be fed twice a day with a feeding plan for each dog balancing feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog.
  - A minimum of a weeks supply of the puppies' current diet must be included when they go their new home.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

## 7.0 Monitoring of behaviour and training of animals

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments
- 7.2 For species whose welfare depends partly on exercise opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- There must be a clear plan setting out two walks per dog each working day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if averse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
- a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

**8.0 Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

**9.0 Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
  - a) Be in place and implemented covering -
    - i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,
    - iv. The prevention of, and control of the spread of, disease,
    - v. Monitoring and ensuring the health and welfare of all the animals,
    - vi. The death or escape of an animal (including the storage of carcasses).
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.

- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

#### 10.0 **Emergencies**

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.
- A competent person must be on site at all times.

## **Part B – Specific Conditions for Breeding Dogs**

### **1.0 Advertisements and sales**

- 1.1 The licence holder must not advertise or offer for sale a dog –
- a) Which was not bred by the licence holder;
  - b) Except from the premises where it was born and reared under the licence;
  - c) Otherwise than to-
    - i. A person who holds a licence for the activity described in paragraph 2 of schedule 1; or
    - ii. A keeper of a pet shop in Wales who is licensed under the Pet Animals Act 1951 to keep the shop.

Knowing or believing that the person who buys it intends to sell it or intends it to be sold by any other person.

- 1.2 Any advertisement for the sale of a dog must –
- a) Include the number of the licence holder's licence
  - b) Specify the local authority that issued the licence,
  - c) Include a recognisable photograph of the dog being advertised, and
  - d) Display the age of the dog being advertised.
- 1.3 The licence holder and all staff must ensure that any equipment and accessories being sold with a dog are suitable for it
- 1.4 The licence holder and all staff must ensure that the purchaser is informed of the age, sex and veterinary record of the dog being sold.
- 1.5 No puppy aged under 8 weeks may be sold or permanently separated from its biological mother.
- 1.6 A puppy may only be shown to a prospective purchaser if it is together with its biological mother.
- 1.7 Sub-paragraphs 5 and 6 do not apply if separation of the puppy from its biological mother is necessary for the health or welfare of the puppy, other puppies from the same litter or its biological mother.
- The breeder must give all details of the sire to the buyer including date of birth, microchip number, registration body if applicable and details of any inherited diseases to which the father's breed is prone and any screening tests or surgery to amend confirmation the father received.
  - The breeder must give all details of the bitch to the buyer including date of birth, microchip number, registration body if applicable and details of any inherited diseases to which the bitch's breed is prone and any screening tests or surgery to amend confirmation that the bitch received.
  - The breeder will ensure all breeding stock or puppies are recorded in the UK with a registration organisation compliant with BSI 9001 which must make available health record of parent or lineage including coefficient of inbreeding and record of health screening test results.

## 2.0 **Suitable Environment**

- 2.1 Each dog must have access to a sleeping area which is free from draughts and an exercise area.
- 2.2 Each dog must be provided with sufficient space to –
- a) Stand on its hind legs,
  - b) Lie down fully stretched out,
  - c) Wag its tail,
  - d) Walk, and
  - e) Turn around
- Without touching another dog or the walls of the sleeping area.
- 2.3 The exercise area must not be used as a sleeping area.
- 2.4 Part or all of the exercise area must be outdoors.
- 2.5 There must be a separate whelping area for each breeding bitch to whelp in which contains a suitable bed for whelping.
- 2.6 Each whelping area must be maintained at an appropriate temperature (between and including 26 and 28 degrees centigrade) and include an area which allows the breeding bitch to move away from heat spots.
- 2.7 Each dog must be provided with constant access to a sleeping area.
- 2.8 A separate bed must be provided for each adult dog.
- 2.9 No puppy aged under eight weeks may be transported without its biological mother except –
- a) If a veterinarian agrees for health or welfare reasons that it may be so transported, or
  - b) In an emergency.
- 2.10 No breeding bitch may be transported later than 54 days after the date of successful mating except to a veterinarian.
- 2.11 No breeding bitch may be transported earlier than 48 hours after whelping except to a veterinarian where it is not otherwise practicable or appropriate for that person to attend to the bitch.
- 2.12 Each dog's sleeping area must be clean, comfortable, warm and free from draughts.
- 2.13 In this paragraph, "exercise area" means a secure area where dogs may exercise and play.

## 3.0 **Suitable Diet**

- 3.1 Staff must –
- a) Ensure that each puppy starts weaning as soon as it is capable of ingesting feed on its own,
  - b) Provide each breeding bitch with feed appropriate to its needs,
  - c) Provide each puppy with feed appropriate for its stage of development, and
  - d) Ensure that each puppy ingests the correct share of the feed provided.

## 4.0 **Monitoring of behaviour and training**

- 4.1 The licence holder must implement and be able to demonstrate use of a documented socialisation and habituation programme for the puppies.

- 4.2 Each dog must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.
- 4.3 Except in the circumstances mentioned in sub-paragraph 4, all adult dogs must be exercised at least twice daily away from their sleeping area.
- 4.4 Where a veterinarian has advised against exercising a dog, the dog must be provided with alternative forms of mental stimulation.
- 4.5 Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.
- 5.0 Housing apart from other dogs**
- 5.1 Each adult dog must be provided with opportunities for social contact with other dogs where such contact benefits the dogs' welfare.
- 5.2 Each adult dog must be given suitable and adequate opportunities to become habituated to handling by people.
- 5.3 Procedures must be in place for dealing with dogs that show abnormal.
- 5.4 There must be an area within each sleeping area in which dogs can avoid seeing people and other dogs outside the sleeping area if they so choose.
- 6.0 Protection from pain, suffering, injury and disease**
- 6.1 All dogs for sale must be in good health.
- 6.2 Any dog with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until it has recovered.
- 6.3 The licence holder must ensure that no bitch-
- a) Is mated if ahead less than 12 months;
  - b) Gives birth to more than one litter of puppies in a 12 month period;
  - c) Gives birth to more than six litters of puppies in total;
  - d) Is mated if she has had two litters delivered by caesarean section.
- All bitches must be at least 18 months old before they are used for mating
  - A bitch must not be mated if she is 8 years of age or older.
  - A bitch must not give birth to more than four litters of puppies in total
  - A bitch must not be bred from if they have had one caesarean.
- 6.4 The licence holder must ensure that each puppy is microchipped and registered to the licence holder before it is sold.
- The licence holder must ensure that the microchipping database is amended with the puppy buyer's details.
- 6.5 No dog may be kept for breeding if it can reasonably be expected, on the basis of its genotype, phenotype or state of health that breeding from it could have a detrimental effect on its health or welfare or the health or welfare of its offspring.
- Licence holders must test all breeding stock for hereditary disease using the accepted and scientifically validated screening schemes relevant to their breed or type, and must carefully evaluate any test results as well as follow any breeding advice issued under each scheme, prior to breeding. No mating must take place if the test results indicate that it would be inadvisable in the sense that it is likely to

produce health or welfare problems in the offspring and/or it is inadvisable in the context of a relevant breeding strategy.

- No bitch will be intentionally mated when the Coefficient of Inbreeding of the puppies would exceed the breed average or 12.5% if no breed average exists as measured from a minimum five generation pedigree.
  - Surgery to correct exaggerated conformation must be reported to the appropriate organisation.
- 6.6 The health, safety and welfare of each dog must be checked at the start and end of every day and at least every four hours during the daytime.
- 6.7 Breeding Bitches must be adequately supervised during whelping and the licence holder must keep a record of –
- a) The date and time of birth of each puppy,
  - b) Each puppy's sex, colour and weight,
  - c) Placentae passed,
  - d) The number of puppies in the litter, and
  - e) Any other significant events.
- The puppy must be checked by a veterinarian before sale with proof of such held and available to the puppy buyer.
- 6.8 The licence holder must keep a record of each puppy sale including –
- a) The microchip number of the puppy,
  - b) The date of the sale, and
  - c) The age of the puppy on that date.
- A puppy contract must be used, which must include undertakings and warranties around health, vaccinations and socialisation carried out by the seller prior to sale, and also make clear the responsibilities of the buyer relative to the dog. This must then give both parties confidence that a transaction has taken place in good faith.
- 6.9 The licence holder must keep a record of the following in relation to each breeding dog –
- a) Its name,
  - b) Its sex,
  - c) Its microchip and database details,
  - d) Its date of birth,
  - e) The postal address where it normally resides,
  - f) Its breed or type,
  - g) Its description,
  - h) Date or dates of any matings, whether or not successful,
  - i) Details of its biological mother and biological father,
  - j) Details of any veterinary treatment it has received, and
  - k) The date and cause of its death (where applicable)
- 6.10 In addition to the matters mentioned in sub-paragraph (7), the licence holder must keep a record of the following in relation to each breeding bitch –
- a) The number of matings,
  - b) Its age at the time of each mating,

## Appendix C

- c) The number of its litters,
  - d) The date or dates on which it has given birth, and
  - e) The number of caesarean sections it has had, if any.
- 6.11 Unless the licence holder keeps the dog as a pet, the licence holder must make arrangements for any dog no longer required for breeding to be appropriately homed.
- 6.12 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
- 6.13 The licence holder must keep a record of any preventative or curative healthcare (or both) given to each dog.
- 6.14 Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of breeding dogs takes place.

London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Selling Animals as Pets

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - *There must be a member of permanent, full-time staff with an OFQUAL regulated Level 3 qualification that is appropriate to the species kept.*
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

## 5.0 Suitable Environment

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
  - a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant),
  - d) Noise levels,
  - e) Light levels,
  - f) Ventilation.
- Businesses selling animals exclusively to other businesses must meet the cage sizes and stocking densities as stipulated in the species-specific minimum standards.
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress

## 6.0 Suitable Diet

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.

- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

**7.0 Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and outside environments
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
- a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

**8.0 Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

**9.0 Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
- a) Be in place and implemented covering -
    - i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,
    - iv. The prevention of, and control of the spread of, disease,
    - v. Monitoring and ensuring the health and welfare of all the animals,
    - vi. The death or escape of an animal (including the storage of carcasses).
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency

- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.
- 10.0 **Emergencies**
- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.

- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

### **Part B – Specific Conditions for Selling Animals as Pets**

#### **1.0 Records and advertisements**

- 1.1 A register must be maintained for all the animals or, in the case of fish, all the groups of fish, on the premises. The register where they are kept for sale which must include –
  - a) The full name of the supplier of the animal,
  - b) The animal's sex (where known),
  - c) (except in the case of fish) the animal's age (where known),
  - d) Details of any veterinary treatment (where known),
  - e) The date of birth of the animal or, if the animal was acquired by the licence holder, the date of its acquisition,
  - f) The date of sale of the animal by the licence holder, and
  - g) The date of the animal's death (if applicable).
- 1.2 Where an animal is undergoing any medical treatment –
  - a) This fact must be clearly indicated –
    - i. In writing next to it, or
    - ii. (where appropriate) by labelling it accordingly, and
  - b) It must not be sold.
- 1.3 Any advertisement for the sale of an animal must –
  - a) Include the number of the licence holder's licence,
  - b) Specify the local authority that issued the licence,
  - c) Include a recognisable photograph of the animal being advertised,
  - d) (except in the case of fish) display the age of the animal being advertised,
  - e) State the country of residence of the animal from which it is being sold, and
  - f) State the country of origin of the animal.

#### **2.0 Prospective Sales; pet care and advice**

- 2.1 The licence holder and all staff must ensure that any equipment and accessories being sold with an animal are suitable for the animal.
- 2.2 The licence holder and all staff must ensure that the prospective owner is provided with information on the appropriate care of the animal including in relation to –
  - a) Feeding,
  - b) Housing,

- c) Handling,
  - d) Husbandry,
  - e) The life expectancy of its species,
  - f) The provision of suitable accessories, and
  - g) Veterinary care.
- 2.3 Appropriate reference materials on the care of all animals for sale must be on display and provided to the prospective owner.
- 2.4 The licence holder and all staff must have been suitably trained to advise prospective owners about the animals being sold.
- 2.5 The licence holder and sales staff must ensure that the purchaser is informed of the country of origin of the animal and the species, and where known, the age, sex and veterinary record of the animal being sold.
- 3.0 Suitable Accommodation**
- 3.1 Animals must be kept in housing which minimises stress from other animals and the public.
- 3.2 Where members of the public can view or come into contact with the animals, signage must be in place to deter disturbance of the animals.
- 3.3 Dangerous wild animals (if any) must be kept in enclosures that are secure and lockable and appropriate for the species.
- 4.0 Purchase and sale of animals**
- 4.1 The purchase, or sale, by or on behalf of the licence holder of any of the following is prohibited –
- a) Unweaned mammals;
  - b) Mammals weaned at an age at which they should not have been weaned;
  - c) Non-mammals that are incapable of feeding themselves;
  - d) Puppies, cats, ferrets or rabbits, aged under 8 weeks.
- 4.2 The sale of a dog must be completed in the presence of the purchaser on the premises.
- 5.0 Protection from pain, suffering, injury and disease**
- 5.1 All animals for sale must be in good health.
- A documented health checklist should be completed daily and must cover physical, psychological and behavioural issues and any abnormally recorded.
- 5.2 Any animal with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until the animal has recovered.
- 5.3 When arranging for the receipt of animals, the licence holder must make reasonable efforts to ensure that they will be transported in a suitable manner.
- 5.4 Animals must be transported or handed to purchasers in suitable containers for the species and expected duration of the journey.

## Part C – Dogs

### Specific Conditions for Selling Animals as Pets

#### 1.0 **Staffing**

- There must be adequate staffing to undertake more regular/frequent checks than required by the minimum standard.

#### 2.0 **Suitable Environment**

- The floor area must be at least 1.5 times larger than the minimum required.
- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities should be provided. This can be achieved by, for example, inclusion of raised platforms.
- Ventilation must be a managed, fixed or portable air system to ensure appropriate temperatures are maintained in all weather. This can be an air conditioning unit or use of removable fans.
- There must be a travel plan that sets out how animals are managed for long journeys over 4 hours.

#### 3.0 **Suitable Diet**

- Adult dogs must have a feeding plan which sets out feeding twice a day.
- Each dog must, every day, be fed some of their food through scatter feeding or other feeding device. If this is not done, the reason must be documented e.g. due to veterinary advice.

#### 4.0 **Monitoring of behaviour and training of animals**

- Each adult dog must have a documented daily exercise regime including lead exercise and free running.

#### 5.0 **Animal handling and interactions**

- The last interaction session must take place within 1 hour before the end of the working day.

#### 6.0 **Protection from pain, suffering, injury and disease**

- There must be a routine monthly visit to check health and welfare by the veterinary practice and the veterinary record held.
- A person that is competent in providing for the welfare of the animals must be on the premises at all times.

**Part D –**

**Cats Specific Conditions for Selling Animals as Pets**

**1.0 Staffing**

- There must be adequate staffing to undertake more frequent checks than required by the minimum standard.

**2.0 Suitable Environment**

- The floor area must be at least 1.5 times larger than the minimum required.
- Cats must be provided with a design and layout that provides them with choice. Separate areas for different activities should be provided. This can be achieved by, for example, inclusion of a choice of raised platforms or hiding places.
- Ventilation must be a managed, fixed or portable air system to ensure appropriate temperatures are maintained in all weather. This can be an air conditioning unit or use of removable fans.
- A noise management plan must be in place e.g. physical barriers, cat unit design, location of noise producing equipment, with demonstration of effectiveness.
- For cats a privacy area where they are not visible to people or cats in neighbouring pens must be provided for toileting.

**3.0 Suitable Diet**

- Cats must have a feeding plan which splits meals into small portions throughout the day.
- Where the individual cat will benefit, they must every day be given some food through scatter feeding or other appropriate feeding device. Cats must still get the majority of their daily food allowance in a feeding dish. If this is not done the reason must be documented e.g. due to veterinary advice.

**4.0 Monitoring of behaviour and training of animals**

- A written programme must be available setting out a variety of enrichment both inside and outside, including training, grooming, socialisation and play.

**5.0 Animal handling and interactions**

- The last interaction session must take place within 1.5 hours before the end of the working day.

**6.0 Protection from pain, suffering, injury and disease**

- There must be a routine monthly visit to check health and welfare by the veterinary practice and the veterinary record kept.

**7.0 Emergencies**

- A person that is competent in providing for the welfare of the animals must be on the premises at all times.

### **Part E – Rabbits Specific Conditions for Selling Animals as Pets**

#### **1.0 Suitable Environment**

- For open top cages rabbits that are physically able to use platforms must be provided with access to a platform or multiple platforms. For closed top cages, rabbits must be able to access these easily and be able to sit on them fully without touching the cage roof.
- Where rabbits are housed in hutches, they should have permanent attached areas to a secure pen.
- Enclosure sizes must be adhered to as described in table E-02.
- Litter trays must be provided that are impermeable, easy to clean and disinfect or be disposable. Where used litter trays must be deep cleaned at least weekly.
- Containers must open from the top to facilitate removal of the animal. Containers must be lined with newspaper or bedding to absorb urine.

#### **2.0 Suitable Diet**

- Hay must be provided in a hay receptacle or feeder at an appropriate height, which keeps it off the floor and reduces the risk of contamination of the hay.
- Foraged foods (that have been foraged in uncontaminated areas and correctly identified) must be fed to the rabbits. Commercially available dried forages including willow can also be used to supplement the diet and provide a low risk alternative to foraged foods.
- Rabbits must be provided with access to growing grass to graze on, which can be in planted grass trays. Alternatively, rabbits can be provided with two different types of hay.
- Water must be provided for rabbits in multiple bottles or bowls. During hot weather, both a bottle and a bowl must be provided (unless kittens are present, in which case only bottles are suitable).

#### **3.0 Monitoring of behaviour and training of animals**

- Dietary enrichment must be used. For example, nuggets can be scattered around the enclosure, fed in puzzle feeders or hidden in paper bags/cardboard tubes. Where puzzle feeders/dispensers are used, rabbits must be monitored to ensure they can access the food.

## Part F – Guinea Pigs

### Specific Conditions for Selling Animals as Pets

#### 1.0 **Suitable Environment**

- Where guinea pigs are housed in hutches, they must have permanent attached access to a secure pen.
- Minimum enclosure sizes must be adhered to as described in table F-02.
- Carriers must open from the top to facilitate removal of the animal. Carriers must be lined with newspaper or bedding to absorb urine.

#### 2.0 **Suitable Diet**

- Guinea pigs must be provided with access to growing grass to graze on. This can be achieved by placing planted grass trays in their exercise areas. There must be enough grass for all guinea pigs housed to graze simultaneously. Alternatively, guinea pigs can be provided with fresh vegetables high in vitamin C every day.
- Forage foods (that have been collected in uncontaminated areas and correctly identified) must be fed to the guinea pigs. Commercially available dried forages including willow can also be used to supplement the diet and provide a low risk alternative to foraged foods.

#### 3.0 **Monitoring of behaviour and training of animals**

- Dietary enrichment must be used. For example, nuggets can be scattered around the enclosure, fed in puzzle feeders or hidden in paper bags/cardboard tubes. Where puzzle feeders/dispensers are used, guinea pigs must be monitored to ensure they can access the food.

#### 4.0 **Animal handling and interactions**

- Where guinea pigs have to be housed singly they must be provided with extra sources of enrichment. A plan must be in place for singly housed guinea pigs.

## **Part G – Ferrets**

### **Specific Conditions for Selling Animals as Pets**

#### **8.0 Suitable Environment**

- Carriers must open from the top to facilitate removal of the animal; cardboard carriers are not advised as they are easily chewed and can become damp/insecure. Carriers can be lined with newspaper and some bedding material, e.g. good quality dust-free hay and/or shredded paper can be provided for comfort.

#### **9.0 Suitable Diet**

- Treat foods must include cooked meat scraps and hard boiled eggs. Treats can be given in moderation and as appropriate to the individual ferret.

#### **10.0 Monitoring of behaviour and training of animals**

- Dietary enrichment must be used. For example, nuggets can be scattered around the enclosure, fed in puzzle feeders or hidden in paper bags/cardboard tubes. When puzzle feeders/dispensers are used, ferrets must be monitored to ensure they can access the food.

#### **11.0 Animal handling and interactions**

- Where ferrets have to be housed singly they must be provided with extra sources of enrichment. A plan must be in place for all singly housed ferrets.

## **Part H – Domestic Small Rodents**

### **Specific Conditions for Selling Animals as Pets**

Domestic small rodents means hamsters, gerbils, rats, mice, chinchillas, degus.

#### **1.0 Suitable Environment**

- Enclosure sizes must be adhered to as described in table H-02.
- Small rodents that are physically able to use platforms must be provided with access to a platform (singly housed) or multiple platforms. Animals must be able to access these easily and be able to sit (ideally stand) up on it fully without touching the cage roof.
- Light-reducing shelters for rats, mice and hamsters (such as, but not limited to, a box or red tinted acrylic) must be provided. However, these must be monitored daily for signs of chewing and removed/replaced as necessary.
- Small rodents must be provided with a choice of different nesting materials.
- When work is occurring near, or nocturnal animals are checked at night, dim red light or dim white light must be used to minimise disturbance. Light level must be sufficient enough for observation/to undertake required tasks.
- After cleaning, some used unsoiled litter and nesting material must be transferred back to help keep scents familiar for them.

#### **2.0 Suitable Diet**

- Where social species of small rodents have to be housed singly they must be provided with extra sources of enrichment. A plan must be in place for singly housed small rodents (only those of a social species).

**Part I – Other Non-Domestic Species (mammals)**

**Specific Conditions for Selling Animals as Pets**

Other Non-Domestic Species (mammals)' includes any other mammal that is offered for sale excluding those already listed in this document or is any mammal not normally domesticated in Great Britain.

**1.0 Monitoring of behaviour and training of animals**

- *A written programme must be available setting out a variety of appropriate enrichment provided.*

## **Part J – Birds**

### **Specific Conditions for Selling Animals as Pets**

#### **1.0 Suitable Environment**

- Cages/aviary sizes must meet, or exceed, higher requirements set out in the Schedule E Section 4.2. The enclosure size must allow the bird to have variety and choice in its environment.
- All cages must have direct access to a flight aviary.
- Birds must be displayed for sale in aviaries that are 4 times the bird's flying wingspan or larger in size for length, depth and height for an individual bird and 20% increase for each successive bird for multiple occupancy.
- A variety of substrates, including a variety of perches for arboreal birds must be provided. Perches of a variable thickness and materials must be provided.
- Output of UV bulbs must be monitored with a UV meter and recorded. Species specific requirements must be documented and available for inspection.

#### **2.0 Suitable Diet**

- Specialist nutritional advice must be sought where appropriate.

#### **3.0 Monitoring of behaviour and training of animals**

- Birds must not be housed or sold with their wings clipped. Wings are kept entire and flight actively encouraged.
- All birds of prey, or other trained birds where appropriate, must have daily periods of flight, either in aviaries or flown outdoors by a competent person.
- Furniture must be changed on a regular basis to provide novelty and enclosures deigned to provide choice for the animals within.

#### **4.0 Animal Handling and Interactions**

- The licence holder must have signage identifying potentially aggressive birds including clearly labelled aviaries/cages.
- Birds must not be removed from their parents (for 'hand rearing') until their eyes have been opened for more than one week to avoid risk of mal imprinting on humans as adult birds.
- Adult non-colonial birds must be managed in large flights, to allow birds space to escape from each other if required to prevent behavioural problems. Sufficient staff to manage the population must be provided as necessary.

## **Part K – Reptiles and Amphibians**

### **Specific Conditions for Selling Animals as Pets**

#### **1.0 Suitable Environment**

- Sizing of vivaria and associated environmental parameters must meet or exceed those outlined in the higher standards.
- For thermostatically stable vivaria temperature assessment must be increased to 3 times weekly to document maximum and minimum temperatures.
- For species that require brumation, designated facilities must be available and a related policy regarding temperature and other husbandry requirements available for inspection.
- Suitable thermogradient, humidity and UVB index, where applicable, for the species must be displayed on each vivarium.
- Where applicable a minimum of two hides or sheltered areas must be provided, located in different areas of the thermogradient.
- Large established or permanent reptilian vivaria with water features must have water filtration systems to ensure hygiene is maintained.
- Output of UVB lamps must be monitored with a UV meter and recorded on a weekly basis. Species specific requirements must be documented and available for inspection.
- Specific written protocols for the quarantine and/or prevention of release of chytridiomycosis and potentially other biological agents must be available for inspection where amphibians are maintained.

#### **2.0 Animal Handling**

- Moist, non-powdered nitrile gloves, or similar, must be used to handle amphibians.

#### **3.0 Protection from Pain, Suffering, Injury and Disease**

- A dedicated area of isolation or quarantine must be available with associated protocols and policies in place to ensure biosecurity of the premises.

## **Part L –Fish Specific Conditions for Selling Animals as Pets**

### **Specific Conditions for Selling Animals as Pets**

#### **1.0 Suitable Environment**

- A suitable temperature range for the fish must be displayed on each tank.
- Water quality must be assessed 3 times weekly and documented.
- There must be evidence that UV systems are maintained regularly.
- For premises with no natural light there must be automated systems and/or procedures to ensure gradual change in light levels.

#### **2.0 Protection from Pain, suffering, injury and Disease**

- The business must have in place reasonable measures to prevent the import outbreak and spread of disease/pathogens. This must be demonstrated by implementation of a biosecurity plan.

#### **3.0 Consolidating imports of fish**

- Businesses must have documented procedures that control and manage the purchase and sale of fish, internal controls in place to detect irregular transactions and a well maintained accounting system with a full audit trail.

London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Boarding in Kennels for dogs

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
  - Staffing levels will be up to 1 full-time equivalent attendant per dogs
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - A member of staff with a relevant OFQUAL regulated level 3 qualification must be present during the working day
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

**5.0 Suitable Environment**

- 5.1 **All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.**
- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities must be provided. This can be achieved by for example, inclusion of raised platforms.
- 5.2 **Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –**
- a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant)
  - d) Noise levels
  - e) Light levels
  - f) Ventilation
- Ventilation must be managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.
  - A noise management plan must be in place e.g. physical barriers, sound absorbing build structure, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness.
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress
- All individual dogs must be inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800)
- 6.0 **Suitable Diet**
- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.

- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

#### **7.0 Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and outside environments
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit. The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if averse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
  - a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

#### **8.0 Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

#### **9.0 Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
  - a) Be in place and implemented covering-

- i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,
    - iv. The prevention of, and control of the spread of, disease,
    - v. Monitoring and ensuring the health and welfare of all the animals,
    - vi. The death or escape of an animal (including the storage of carcasses).
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

## 10.0 Emergencies

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
  - 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
  - 10.3 External doors and gates must be lockable.
  - 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.
- A member of staff must be on site at all times.

### **Part B – Specific Conditions for Boarding in kennels for dogs**

#### **1.0 Suitable Environment**

- 1.1 Dogs within the premises to which the licence relates must be prevented from coming into contact with other animals from outside the premises.
  - 1.2 In each kennel unit, the sleeping area must—
    - a) Be free from draughts;
    - b) Provide the dog with sufficient space to –
      - i. Sit and stand at full height
      - ii. Lie down fully stretched out
      - iii. Wag its tail,
      - iv. Walk, and
      - v. Turn around

Without touching another dog or the walls.

    - c) have a floor area which is at least twice the area required for the dog in it to lie flat; and
    - d) if built after the date on which these Regulations come into force, have a floor area of at least 1.9 square metres.
- The sleeping area must be at least 2.85m<sup>2</sup>.
- 1.3 Each kennel unit must be clearly numbered and there must be a system in place which ensures that relevant information about the dog or dogs in each kennel unit is available to all staff and any inspector.
  - 1.4 Each dog must have constant access to its sleeping area.
  - 1.5 Each dog must have a clean, comfortable and warm area within its sleeping area where it can rest and sleep

- 1.6 Each exercise run must have a single, safe, secure, waterproof roof over a minimum of half its total area.
- 1.7 Where a dog poses a health or welfare risk to other dogs, it must be kept on its own in a kennel unit. If that kennel unit adjoins another kennel unit any adjoining wall must be of full height and width so as to prevent the dog from coming into physical contact with any other dog.
- 1.8 Only dogs from the same household may share a kennel unit.

## **2.0 Monitoring of behaviour and training**

- 2.1 Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.
- 2.2 All dogs must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.
  - There must be a documented daily enrichment plan setting out two or more sessions per day.
- 2.3 All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.
- 2.4 Each dog must be exercised at least once daily away from its kennel unit as appropriate for its age and health.
- 2.5 Any dog, which on the advice of a veterinarian, cannot be exercised must be provided with alternative forms of mental stimulation.
- 2.6 There must be an area within each kennel unit in which a dog can avoid seeing people and other dogs outside the kennel unit if it so chooses.

## **3.0 Records**

- 3.1 A register must be kept of all the dogs at the premises which must include—
  - a) the dates of each dog's arrival and departure;
  - b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
  - c) the number of any dogs from the same household;
  - d) a record which dogs (if any) are from the same household;
  - e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
  - f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
  - g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
  - h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
  - i) details of the dog's diet and related requirements;

- j) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
- k) details of any medical treatment each dog is receiving.

3.2 When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

#### **4.0 Protection from pain, injury, suffering and disease**

- 4.1 Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for dogs in kennels takes place.
- There must be separate buildings used for different activities with separate staff and separate equipment.
- 4.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
- 4.3 A holding kennel unit must only be used in an emergency and must not be used for longer than is necessary and in any event for no longer than a total of 12 hours in any 24 hour period.
- 4.4 In sub-paragraphs (3), "holding kennel unit" means a kennel unit, separate from any other kennel unit, in which a dog may be housed temporarily.

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London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Part A – General Conditions for Hiring out Horses

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
  - At least one member of key staff must hold an OFQUAL regulated level 3 qualification or higher.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

**5.0 Suitable Environment**

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- Size of stable must exceed minimum requirements. Horses will not be in reach of each other to bite and there will be room to work around them. Horses will be in view of each other, unless kept singly for management reasons, such as isolation or stallion management purposes.
- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
- a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant)
  - d) Noise levels
  - e) Light levels
  - f) Ventilation
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- There must be a separate secure, clean and well-lit veterinary inspection area that enables safe access to allow inspection of a horse.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- There must be an option for a permanent individual turn out paddock/pen to allow horses their own area for grazing/turnout if required owing to ill-health or domination by other horses.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress.
- Horses must be inspected at least once during the out of hours period (e.g. 1800-0800).

## 6.0 Suitable Diet

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency that reflects their needs. Any new feeds must be introduced gradually to allow the animals to adjust to them.

- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
  - *There must be a separate well lit, lockable, purpose built feed room with water available and additional storage for supplements.*
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

#### 7.0 **Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and outside environments
  - *All horses must have a structured management and care programme to include their exercise needs with suitable alternatives for those unable to exercise, such as additional grooming, physiotherapy etc.*
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
  - a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

#### 8.0 **Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

#### 9.0 **Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must
- a) Be in place and implemented covering
    - i. Feeding regimes
    - ii. Cleaning regimes
    - iii. Transportation
    - iv. The prevention of, and control of the spread of, disease
    - v. Monitoring and ensuring the health and welfare of all the animals
    - vi. The death or escape of an animal (including the storage of carcasses)
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering,

injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

#### 10.0 Emergencies

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.
  - *A competent person must be on site at all times.*

### **Part B – Specific Conditions for Hiring out Horses**

#### 1.0 Eligibility

- 1.1 The licence holder must –
  - a) Hold an appropriate formal qualification, or have sufficient demonstrable experience, in the management of horses, and
  - b) Hold a valid certificate of public liability insurance which –
    - i. Insures the licence holder against liability for any injury sustained by, and the death of, any client, and
    - ii. Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse.
- 1.2 The certificate mentioned in 1(b) must be clearly and prominently displayed at the premises.

#### 2.0 Supervision

- 2.1 The activity must not at any time be left in the charge of a person aged under 18 years.
- 2.2 No horse may be hired out except under the supervision of a person aged 16 years or more unless the licence holder is satisfied that the person hiring the horse is competent to ride without supervision,
- 2.3 The following must be clearly and prominently displayed at the premises –

- a) The full name, postal address (including postcode) and telephone number of the licence holder or other person with management responsibilities in respect of the activity;
- b) Instructions as to the action to be taken in the event of a fire or other emergency.

### 3.0 **Suitable Environment**

- 3.1 It must be practicable to bring all the horses at the premises under cover.
- 3.2 Suitable storage must be provided and used for feed, bedding, stable equipment and saddlery.
- 3.3 All arena surfaces must be suitable for purpose, well drained, free of standing water and maintained regularly to keep them level.

### 4.0 **Suitable Diet**

- 4.1 At all times when any horses are kept at grass, adequate pasture, shelter and clean water must be available for them.
- 4.2 Supplementary feed and nutrients must be provided to any horse when appropriate.
- 4.3 Each horse must be fed a balanced diet of a quantity and at a frequency suitable for its age, health and workload to enable it to maintain an appropriate physical condition.
  - *Individual specialist nutritional advice must be sought as appropriate for individual horses and documented alongside the weekly body condition scoring. Records must evidence individual health plans and monitoring for horses in connection with dietary requirements. There must be legible and up to date feed charts on display that informs correct feeding amounts for individual horses.*

### 5.0 **Protection form Pain, suffering and disease**

- 5.1 The horses must be maintained in good health and must be in all respects physically fit.
- 5.2 There must be a preventative healthcare plan in place agreed with the appointed veterinarian or appointed veterinary practitioner.
  - Each horse will have its own specific care plan detailing age and any health related conditions.
- 5.3 A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time.
  - Records must evidence individual monitoring and training plans for horses in connection with individual training needs to complement their use within a riding school. This must be accompanied with evidence of regular and effective checks with saddler for comfort and fit.
- 5.4 Each horse must be suitable for the purpose for which it is kept and must not be hired out if, due to its condition, its use would be likely to cause it to suffer.
- 5.5 Any horse found on inspection to be in need of veterinary attention must not be returned to work until the licence holder has, at the licence holders expense, obtained from and lodged with the local authority a veterinary certificate which confirms that the horse is fit for work.

- 5.6 Each horse's hooves should be trimmed as often as is necessary to maintain the health, good shape and soundness of its feet and its shoes should be properly fitted and in good condition.
- 5.7 An area suitable for the inspection of horses by a veterinarian must be provided.
- 5.8 The following must not be hired out –
- a) A horse aged under three years;
  - b) A mare heavy with foal;
  - c) A mare whose foal has not yet been weaned.
- 5.9 The licence holder must keep a register of all horses kept for the licensable activity on the premises and each horse's valid passport showing its unique equine life number and microchip number (if any).
- 6.0 Equipment
- 6.1 All equipment provided to clients must be in good and safe condition and available for inspection at any reasonable time.
- Initial assessments must be undertaken for new riders and details of assessment recorded.
  - Documented risk assessments must be available for all such equipment, for example horse clippers, horse walker, yard blowers, arena levelling equipment and any additional therapy based machines or equipment.
  - Documented risk assessment must be available for activities including PPE requirements that include appropriateness of PPE relative to differing tasks and situations.

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London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Providing Day Care for Dogs

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
  - Staffing levels will be up to 1 Full Time Equivalent attendant per 6 dogs kept
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
  - A member of staff with a relevant accredited level 3 qualification must be present during the working day.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

## 5.0 Suitable Environment

5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in good repair and well maintained.

- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities should be provided. This can be achieved by, for example, inclusion of raised platforms.

5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –

- a) Their behavioural needs,
- b) Its situation, space, air quality, cleanliness and temperature,
- c) The water quality (where relevant)
- d) Noise levels
- e) Light levels
- f) Ventilation

- Ventilation must be managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.

5.3 Staff must ensure that the animals are kept clean and comfortable.

5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.

5.5 Procedures must be in place to ensure accommodation and any equipment within is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.

5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.

5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.

5.8 All resources must be provided in a way (for example as regards, frequency, location, access points) that minimises competitive behaviour or the dominance of individual animals.

5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress

## 6.0 Suitable Diet

6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.

6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.

6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.

- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared at the premises, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

#### 7.0 **Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments
- 7.2 For species whose welfare depends partly on exercise opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or unusual behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury or fear.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
- a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

#### 8.0 **Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.
- Dogs must receive beneficial human interactions throughout the day and these must be documented.

#### 9.0 **Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
- a) Be in place and implemented covering-
    - i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,

- iv. The prevention of, and control of the spread of, disease,
  - v. Monitoring and ensuring the health and welfare of all the animals,
  - vi. The death or escape of an animal (including the storage of carcasses).
- b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases, pathogens and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely in a locked cupboard, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
- a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

**10.0 Emergencies**

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

**Part B – Specific Conditions for Providing Day Care for Dogs**

**1.0 No overnight stay**

- 1.1 No dog may be kept on the premises overnight.

**2.0 Suitable Environment**

- 2.1 Each dog must be provided with –
  - a) A clean, comfortable and warm area where it can rest and sleep, and
  - b) Another secure area in which water is provided and in which there is shelter
- 2.2 Each dog must have access to areas where it can –
  - a) Interact safely with other dogs, toys and people and
  - b) Urinate and defecate
- 2.3 There must be an area where any dog can avoid seeing other dogs and people if it so chooses

**3.0 Suitable Diet**

- 3.1 Any dog that requires specific feed due to a medical condition must be fed in isolation

**4.0 Monitoring of behaviour and training**

- 4.1 All dogs must be screened before being admitted to the premises to ensure that they are not afraid, anxious or stressed in the presence of other dogs or people and do not pose a danger to other dogs or staff.
- 4.2 Any equipment used that is likely to be in contact with the dogs or any toys provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used

**5.0 Housing apart from other dogs**

5.1 Unneutered bitches must be prevented from mating

5.2 Dogs which need to be isolated from other dogs must be provided with alternative forms of mental stimulation.

**6.0 Records**

6.1 A register must be kept of all the dogs at the premises which must include –

- a) The dates of each dog's arrival and departure;
- b) Each dog's name, age, sex, neuter status, microchip number and description of it or its breed;
- c) The number of any dogs from the same household;
- d) A record of which dogs are from the same household;
- e) The name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
- f) In relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
- g) The name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
- h) Details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
- i) Details of the dog's diet and related requirements;
- j) Consent forms;
- k) A record of the date or dates of each dogs most recent vaccination, worming and flea treatments;
- l) Details of any medical treatment each dog is receiving.

6.2 When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details

**7.0 Protection from pain, injury, suffering and disease**

7.1 the dogs must be supervised at all times

7.2 a preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented

7.3 any journeys in a vehicle must be planned to minimise the time dogs spend in the vehicle.

London Borough of Bromley

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Conditions for Keeping or Training Animals for Exhibition

**Part A - GENERAL CONDITIONS**

**1.0 Licence Display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

**2.0 Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

**3.0 Use, Number and type of animals**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

**4.0 Staffing**

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

**5.0 Suitable Environment**

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.

- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –
  - a) Their behavioural needs,
  - b) Its situation, space, air quality, cleanliness and temperature,
  - c) The water quality (where relevant)
  - d) Noise levels
  - e) Light levels
  - f) Ventilation
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress

## 6.0 **Suitable Diet**

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and where appropriate water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

## 7.0 **Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and outside environments

- 7.2 For species whose welfare depends partly on exercise opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
  - a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
  - b) Become habituated to noises, objects and activities in their environment.

## 8.0 **Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

## 9.0 **Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
  - a) Be in place and implemented covering -
    - i. Feeding regimes,
    - ii. Cleaning regimes,
    - iii. Transportation,
    - iv. The prevention of, and control of the spread of, disease,
    - v. Monitoring and ensuring the health and welfare of all the animals,
    - vi. The death or escape of an animal (including the storage of carcasses).
  - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.

- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or in the case of fish that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
  - a) In the case of fish, a person who is competent for such purpose
  - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

#### 10.0 **Emergencies**

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

**Part B – Specific Conditions; Keeping or Training animals for exhibition**

**1.0 Insurance**

1.1 The licence holder must hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition.

**2.0 Emergencies**

2.1 A written policy detailing contingency measures in the event of a breakdown of a vehicle used to transport the animals or any other emergency must be available to all staff.

**3.0 Suitable Environment**

3.1 Suitable temporary accommodation must be provided for all the animals at any venue where they are exhibited.

**4.0 Monitoring of behaviour and training**

4.1 The animals must be trained by competent staff and given suitable and adequate opportunities to become habituated to being exhibited, using positive reinforcement.

**5.0 Housing with, or apart from, other animals**

5.1 Social animals must not be exhibited if their removal from and reintroduction to the group with which they are usually housed causes them or any other animal within the group stress, anxiety or fear.

5.2 Animals must be prevented from coming into contact with each other during any exhibition where such contact would be likely to cause any of them to show signs of aggression, fear or distress.

5.3 All persons likely to come into contact with the animals during an exhibition must be briefed about how to behave around the animals so as to minimise anxiety, fear and stress in the animals.

5.4 No female animals with unweaned offspring may be removed from its home environment and newborn, unweaned or dependent offspring must not be removed from their mothers.

**6.0 Records**

6.1 The licence holder must keep a list of each animal kept, or trained, for exhibition with all the information necessary to identify that animal individually and must provide the local authority with a copy of the list any change to it as soon as practicable after the change

**7.0 Protection from pain, suffering, injury and disease**

7.1 A register must be kept of each animal exhibited or to be exhibited which must include –

a) The full name of the supplier of the animal

- b) Its date of birth
  - c) The date of its arrival
  - d) Its name, age, sex, neuter status, description and microchip or ring number
  - e) The name and contact details of the animal's normal veterinarian and details of any insurance relating to it,
  - f) Details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet.
  - g) A record of the date or dates of the animal's most recent vaccination, worming and flea treatments, and
  - h) The distance to and times taken for it to travel to and from each exhibition event.
- 7.2 A record of when the animals are exhibited must be kept and an animal rotation policy must be put in place to ensure that the animals have enough rest between and during exhibition events.
- 7.3 All the animals used in exhibition events must be in good physical and mental health.
- 7.4 The exhibited animals must be suitable for the specific conditions, type of enclosure and actions involved in the exhibition
- 7.5 Any equipment, chemicals and other materials used in the exhibition must not cause the animal's pain, discomfort, fatigue or stress.
- 7.6 The animals must be transported in suitable, secure and appropriately labelled carriers.
- 7.7 The licence holder or the licence holder's staff must undertake a risk assessment before each exhibition event.
- 7.8 The animals must not be handled by persons whose behaviour appears at the time to be influenced by the consumption of alcohol or by any psychoactive substance.

## Animal Welfare Licensing – Fees and Charges

Come into force on the 1<sup>st</sup> October 2018

		<b>Fees for the activity of hiring out horses</b>		<b>Current LLB fee</b>	<b>No of premises</b>
<b>Type of Licence</b>	<b>Fee</b>	<b>Comment</b>			
Riding Establishment (New Applicant)	£400	This is a new fee set for new applicants.		£315 +7.73 per horse	5
Riding Establishment (Renewal )	£285	This fee is for establishments who are renewing their licences.		Remains as above	
Riding Establishment( Variation of licence – visit required)	£285	This is a new fee for an establishment who wishes to have a material change to their licence.		New activity No fee listed CLVS to determine	
Riding Establishment (variation of licence – admin process only)	£25	This is a new fee for an administrative purpose.		New activity No fee listed LBB to determine	
Riding establishment (in year compliance visit)	£150	This is new fee- which is required to be paid yearly for compliance visits.		No fee listed CLVS to determine	
Riding Establishment (Re-rating)	£285	This is a new fee for an establishment that would like to have their rating reviewed.		New activity No fee listed CLVS to determine	

		<b>Fees for the activity of selling animals as pets</b>		<b>Current LBB fee</b>	<b>No of premises</b>
<b>Type of Licence</b>	<b>Fee</b>	<b>Comment</b>			
Pet Shops (New applicant)	£300	This is a new fee set for new applicants.		£239	13
Pet Shops (renewal)	£185	This fee is for establishments who are		As above	

		renewing their licences.		
Pet Shops(Variation of licence – visit required)	£185	This is a new fee for an establishment who wishes to have a material change to their licence.	New activity No fee listed CLVS to determine	
Pet Shops - (variation of licence – admin process only)	£25	This is a new fee for an administrative purpose.	New activity No fee listed LBB to determine	
Pet Shops (in year compliance visit)	£150.00	This is new fee- which is required to be paid yearly for compliance visits.	No fee listed will be covered by the CLVS	
Pet Shops ( re-rating)	£185.00	This is a new fee for an establishment that would like to have their rating reviewed.	New activity No fee listed CLVS to determine	

Fees for the activity of providing boarding for animals			Current LBB fee	No of Premises
Type of Licence	Fee	Comments		
Animal Boarding (New applicant)	£300.00	This is a new fee set for new applicants.	£220 + 4.45 per animal	32
Animal Boarding (Renewal)	£184.00	This fee is for establishments who are renewing their licences.	As above	
Animal Boarding( Variation of licence – visit required)	£285.00	This is a new fee for an establishment who wishes to have a material change to their licence.	New activity No fee listed CLVS to determine	
Animal Boarding (variation of licence – admin process only)	£25.00	This is a new fee for an administrative purpose.	New activity No fee listed CLVS to determine	
Animal	£150.00	This is new fee- which	New activity	

Boarding (in year compliance visit)		is required to be paid yearly for compliance visits.	No fee listed CLVS to determine	
Animal Boarding (Re-rating)	£184.00	This is a new fee for an establishment that would like to have their rating reviewed.	New activity No fee listed CLVS to determine	

Fees for the activity of providing Dog Day Care			Current LBB fee	No of premises
Type of Licence	Fee	Comments		
Dog Day Care (New Applicant)	£300.00	This is a new fee set for new applicants.	New service under these regulations will be charged at the current rate for home boarder charged by the CLVS  220+ 4.45 per animal	Unknown at this time
Dog Day Care (Renewal)	£185.00	This fee is for establishments who are renewing their licences.	No fee listed but Boarder fee would be the same as above	
Dog Day care (Variation of licence – visit required)	£185.00	This is a new fee for an establishment who wishes to have a material change to their licence.	New activity No fee listed CLVS to determine	
Dog Day Care (variation of licence – admin process only)	£25.00	This is a new fee for an administrative purpose.	New activity No fee listed LBB to determine	
Dog Day care (in year compliance visit)	£150.00	This is new fee- which is required to be paid yearly for compliance visits.	New activity No fee listed CLVS to determine	

Dog Day Care (Re-rating)	£185.00	This is a new fee for an establishment that would like to have their rating reviewed.	New activity No fee listed CLVS to determine	
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Fees for the activity of providing Dog Breeding			Current LBB fee	No of premises
Type of Licence	Fee	Comments		
Dog Breeding (New applicant)	£350.00	This is a new fee set for new applicants.	£419	4
Dog Breeding (Renewal)	£220.00	This fee is for establishments who are renewing their licences.	As above	
Dog Breeding(Variation of licence – visit required)	£220.00	This is a new fee for an establishment who wishes to have a material change to their licence.	New activity No fee listed CLVS to determine	
Dog Breeding (variation of licence – admin process only)	£25.00	This is a new fee for an administrative purpose.	New activity No fee listed LBB to determine	
Dog Breeding (in year compliance visit)	£150	This is new fee- which is required to be paid yearly for compliance visits.	New activity No fee listed CLVS to determine	
Dog Breeding (Re-rating)	£220.00	This is a new fee for an establishment that would like to have their rating reviewed.	New activity No fee listed CLVS to determine	

Fees for the activity of performing and exhibiting animals			Current LBB fee	No of premises
Type of Licence	Fee	Comments		

Exhibiting Animals (New applicant)	£250.00	This is a new fee set for new applicants.	£75	10
Exhibiting Animals (Renewal)	£150.00	This fee is for those renewing their licence	New activity No fee listed CLVS to determine	

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