

ANIMAL BOARDING ESTABLISHMENT ACT 1963

LICENCE CONDITIONS FOR ANIMAL BOARDING ESTABLISHMENTS (CATS)

London Borough of Bromley
Public Protection
Civic Centre
Stockwell Close
Bromley
Kent
BR1 3UH

Approved General Purposes and Licensing Committee on 27 September 2010

1. INTRODUCTION

1.1 The London Borough of Bromley issue licences to proprietors of catteries under the provision of The Animal Boarding Establishments Act 1963.

The licence can stipulate a number of conditions to secure the following objectives:

- (a) that cats are kept in accommodation suitable in respect of construction, size, temperature, lighting, ventilation and cleanliness;
- (b) that boarded cats are adequately supplied with suitable food and drink, and are visited at suitable intervals;
- (c) that cats are kept secure so as to prevent escape of the animal from the premises.
- (d) that reasonable precautions are taken to prevent the spread of infectious diseases;
- (e) that appropriate steps be taken in the event of an emergency;
- (f) that a suitable consistent level of management is maintained.

It should be stressed that the aim of licence conditions is to ensure high standards of animal care and health and safety are maintained in animal boarding establishments.

2. LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

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

3. INSURANCE

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

You must insure against public liability.

Employers Liability Insurance is mandatory for boarding establishment owners who employ staff.

3.2 Certificates of insurance must be prominently displayed.

3. CONSTRUCTION

GENERAL:

- 3.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the Licensing Authority.
- 3.2 All units must be built on a concrete base with a damp proof membrane to Building Regulations Standards.
- 3.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.
- 3.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.5 Fencing material must be secure and safe.
- 3.6 Sleeping areas of units must be so insulated as to prevent extremes of temperature.
- 3.7 The construction must be such that the security of the cat is ensured to prevent escape of the animal from the premises.
- 3.8 All areas to which cats have free access must be roofed.

4. Walls and Partitions

- 4.1 Walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 4.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.

5. Floors & Concrete Bases

- 5.1 The concrete base and floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed. In new catteries must incorporate a damp proof membrane.
- 5.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

6. Ceilings

- 6.1 Ceilings must be capable of being easily cleansed and disinfected.

Note: When roofing the exercise area consideration should be given to installing translucent ceiling material capable of filtering UV light and providing adequate shade.

- 6.2 All exercise areas and safety passages should be covered with mesh and impermeable material, a proportion of which must be translucent.

7. Doors

- 7.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 7.2 Where metal edging is used, this must not present a risk of injury to the cat.
- 7.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

8. Windows

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

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

9. Drainage

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

10. Lighting

- 10.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 10.2 Adequate supplementary lighting must be provided throughout the establishment.

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

11. Ventilation

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

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

Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere.

Siting of the bed is an important consideration. Providing a bed with adequate protective sides to allow the cat “depth” to seek protection, together with efficient individually controlled heating are considerations in protecting cats.

12. Maintenance

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

13. Numbers of Animals

13.1 The maximum number of cats to be kept at any one time is..... (This number will be determined by the Local Authority)

13.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats’ owner.

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

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

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

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

Cats from the same family who normally live together, may prefer to share a unit. It is a requirement that operators obtain written authorisation from the cat owner before unit sharing is allowed.

Where sharing occurs the cats must be provided with separate beds.

14. Unit Size, Layout and Exercise Facilities

- 14.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 14.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16 sq ft) for two cats, 1.85 sq m (20 sq ft) for up to four cats.
- Note:** Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.
- 14.3 Units must have a minimum internal height of 1.8 m (6 ft).
- 14.4 The height of the sleeping area must be at least 3 ft (91 cm) in existing and 4 ft (1.22m) in new build.
- 14.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and sanitised.
- Note:** Such equipment must be sited out of draughts,
- 14.6 Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 14.7 In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.
- 14.8 Exercise areas must not be used as sleeping areas.
- 14.9 There must be direct and voluntary access to the exercise area.

15. Management

Training

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

Temperature in kennels

- 15.2 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 15.3 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).

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

Cleanliness

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

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

15.7 All bedding areas must be kept clean and dry.

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

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

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

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

Food and water supplies

15.12 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.

15.13 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.

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

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

Kitchen facilities

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

- 15.17 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 15.18 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.
- 15.19 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

Disease control and vaccination

- 15.20 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 15.21 Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, Feline Respiratory Disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers' instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 15.22 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 15.23 A well stocked first aid kit suitable for use on cats must be available and accessible on site.

Isolation

- 15.24 Isolation facilities must be provided.
- 15.25 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum of 3m (10ft).
- 15.26 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided.
- 15.27 Hands must be washed after leaving the isolation facilities before visiting the other units.

Register

- 15.28 A register must be kept of all cats boarded. The information kept must include the following:
- (A) date of arrival
 - (B) name of cat, any identification system such as microchip, number or tattoo
 - (C) description, breed, age and gender of cat
 - (D) name, address and telephone number of owner or keeper
 - (E) name, address and telephone number of contact person whilst boarded
 - (F) name, address and telephone number of cat's veterinary surgeon
 - (G) anticipated and actual date of departure
 - (H) health, welfare and nutrition requirements

15.29 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

15.30 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

Identification of Units

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

Supervision

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

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

Fire precautions

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

- 15.35 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where cats are to be evacuated to in the event of a fire or other emergency.
- 15.36 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 15.37 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block unit.
- 15.38 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.
- 15.39 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 15.40 There must be adequate means of raising an alarm in the event of fire or other emergency.

16. Authorised Inspection Visits

- 16.1 The licence holder or any person in charge of the premises must permit any inspector or Veterinary Surgeon or Veterinary Practitioner duly authorised by the Council to enter the premises at all reasonable times and inspect them and any horses found thereon or anything therein for the purpose of ascertaining whether an offence has been or is being committed under the licence or the Animal Boarding Establishments Act 1963