

I recently requested some information from the licensing department. I believe that this information has not been shared. I am now making a further request. Please could the following information be forwarded to me.

1. All the dates of renewal applications made for by all boarding kennels and catteries in the Wigan borough (the date that WMBC received these) [See attached Licence Details](#)
2. The expiry dates of previous licenses of all establishments. [As above](#)
3. A copy of Talbot House boarding kennels and cattery's most recent inspection report. [See attached Boarding for Cats in Catteries and Boarding for Dogs In Kennels documents](#)
4. A copy of any formal warning letters issued to any establishment in relation to operating without a license (animal activity license only) [The information you have requested is exempt under Section 30 \(1\)\(b\) of the FOI Act which states that:](#)

The above information is required for 2022 and 2023 periods only. To my knowledge (these if any) have not been subject to any court proceedings and should therefore be available.

[Information held by a public authority is exempt information if it has at any time been held by the authority for the purposes of:-](#)

[- any investigation which is conducted by the authority and in the circumstances may lead to a decision by the authority to institute criminal proceedings which the authority has power to conduct.](#)

[This exemption is subject to a "public interest test". This has been considered and concluded that as the information **could still be referred to in any future proceedings, disclosing the information could potentially prejudice any future investigations.**](#)

[Our public interest argument is as follows:](#)

[Public interest arguments in favour of maintaining the exemption:](#)

[The information contained within any warning letter could be considered in determining whether or not legal proceedings against a business should be instigated. The information would form part of any prosecution file. Premature disclosure of this information could compromise the proceedings and prejudice the right to a fair trial.](#)

Public interest arguments in favour of disclosure:

Disclosure would promote transparency and accountability in how the council carries out its regulatory function, in particular areas of non-compliance.

Balance of the public interest arguments:

Wigan Council are required to maintain a list of licensed businesses and their associated ratings on their websites. This therefore enables the public to check whether a business is licensed before deciding to use their services. This reduces the case for disclosure.

We are therefore of the view that, in this case, the public interest falls in favour of maintaining the exemption.

FOI_15891- Response

Information as of 19.01.24

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0011	31/12/2018	21/11/2018
	31/12/2020	09/12/2020
	27/03/2021	09/12/2020
	26/03/2023	Not yet submitted
AAL0012	19/12/2020	22/11/2020
	23/03/2026	04/03/2023
	23/03/2026	Not yet required
AAL0013	31/12/2018	07/11/2018
	31/12/2020	30/11/2020
	05/05/2023	23/03/2023
	05/05/2025	Not yet required

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0017	31/12/2018	29/11/2018
	13/01/2022	03/11/2021
	11/04/2025	Not yet required
AAL0018	31/12/2018	10/12/2020
	22/11/2022	28/09/2022
	22/11/2023	10/10/2023
	New licence not yet issued	-
AAL0019	31/12/2018	07/12/2018
	31/01/2021	10/02/2021
	13/09/2022	24/08/2022
	08/03/2024	Not yet submitted

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0022	31/12/2018	10/12/2018
	03/02/2021	13/01/2021
	29/06/2023	03/05/2023
	29/06/2025	Not yet required
AAL0028	31/12/2018	10/12/2018
	20/02/2021	09/02/2021
	19/08/2022	Expired
AAL0046	31/12/2018	11/12/2018
	20/03/2022	Expired
AAL0049	31/12.2018	11/12/2018
	31/03/2021	31/03/2021
	25/05/2025	Not yet required

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0057	31/12/2018	28/01/2019
	07/05/2021	Expired
AAL0058	31/12/2028	05/12/2018
	08/05/2022	12/04/2022
	02/08/2023	05/08/2023
	06/12/2024	Not yet required
AAL0062	30/12/2018	25/01/2019
	09/06/2022	28/04/2022
	09/06/2023	19/04/2023
	09/06/2025	Not yet required
AAL0063	31/12/2018	04/01/2019
	18/06/2022	Expired

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0074	28/07/2021	04/06/2021
	19/10/2023	12/09/2023
	19/10/2026	Not yet required
AAL0076	31/12/2018	29/11/2018
	18/08/2021	08/06/2021
	19/10/2023	05/10/2023
	19/10/2025	Not yet required
AAL0077	31/12/2018	19/02/2019
	14/08/2022	Expired
AAL0078	31/12/2018	10/12/2018
	27/08/2021	03/09/2021
	17/12/2023	09/12/2023
	New licence not yet issued	

Licence Number	Expiry Date of Licences Issued	Date Renewal Applications Submitted
AAL0081	25/09/2021	06/08/2021
	22/11/2023	12/10/2023
AAL0090	07/11/2020	Expired
AAL0151	22/01/2024	09/01/2024
	New licence not yet issued	
AAL0152	30/01/2024	15/01/2024
	New licence not yet issued	
AAL0158	21/05/2024	Not yet required
AAL0164	31/08/2024	Not yet required

Inspection Form – Boarding for Cats in Catteries

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



Name of Premises Talbot house boarding kennels & cattery

Address of Premises [REDACTED]

*In order to receive a licence a business will need to meet all of the minimum standards outlined in this document. In addition, businesses are encouraged to apply higher standards. To distinguish required higher standards from optional ones they have each been given a specific colour which is used in each guidance section. Higher standards that appear in **blue text** are required in order for a business to be classed as high standard, whereas those that appear in **red text** are optional.*

The conditions are listed below with the guidance shown in italics. Please complete the inspection form in full. Failure to complete it and submit it with your application could result in a delay in your application being processed.

Part A – General Conditions (Schedule 2 of the Regulations)

Condition / Guidance	Applicant Notes / Comments	Officer Notes / Comments	Compliant Y or N <i>(Officer use only)</i>
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. The licensed premises address must be displayed on the licence. It must be displayed in a public-facing area of the premises such as the entrance.	In booking in office	On inspection previous licence was displayed, new licence will replace.	
1.2 The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.	Y	Website checked and AAL number displayed 14/12/23.	

2.0. Records			
<p>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 an 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.</p> <p><i>Electronic records must be backed up</i></p>	Y	Upon inspection all relevant requested documentation and records where readily available	
<p>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.</p>	Y	Applicant retains paper records. Discussion held whether feasible to transfer to electronic in the future.	
3.0 Use, number and type of animal			
<p>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.</p> <p><i>The licence applies only to boarding cats. If you are concerned about the welfare of other animals, you should inform the relevant person in the local authority, the police or a suitable animal welfare organisation.</i></p>	Cats only	Premises has both Cattery and Kennels. Both areas are completely separate and share no facilities. Ample distance between both units so as not to allow noise transfer or cause stress, especially to cats.	
<p>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.</p> <p><i>The licence must clearly state the maximum number of cats that are allowed on the premises. Undeclared numbers are a breach of the licence, especially if staffing levels are not increased.</i></p> <p><i>You should take into account any other cats that are on the premises (such as pets) and the impact on facilities and staffing. If a cat is located in a different part of the facility, it wouldn't necessarily need to be included in the figure for the licence.</i></p>	52	<p>Applicant has requested 52 cats 26 units in 2 x main block.</p> <p>The premises was closed on inspection as part of the annual maintenance regime. This was advertised on Website.</p> <p>No evidence previous licence numbers have ever been exceeded.</p>	

4.0 Staffing			
<p>4.1 Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.</p> <p><i>The business must have enough staff to fully meet the welfare needs of each cat.</i></p> <p><i>Each member of staff should have 25 cats or less to care for.</i></p> <p><i>If there is evidence that the cats' welfare needs are not being met, you should consider the staffing levels against:</i></p> <ul style="list-style-type: none"> • <i>the size of premises</i> • <i>the layout of the premises (the number of cats that are allowed in each separate area)</i> • <i>the qualifications and experience of staff</i> • <i>advice from the local authority's veterinary officer</i> • <i>use of part-time staff or volunteers</i> 	<p>4 X Full time staff 1 x part time (during busy times)</p>	<p>All full-time staff seen on site during inspection. Full-time staff are family members and all live on site.</p> <p>Part time staff used over Christmas and Summer periods to assist when premises may run at or close to capacity.</p>	
<p>4.2. The licence holder or a designated manager and any staff employed to care for the animals must have competence to both:</p> <ul style="list-style-type: none"> • identify the normal behaviour of the species for which they are caring • recognise signs of and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour <p><i>You should look at training records as evidence of suitable induction training of staff in:</i></p> <ul style="list-style-type: none"> • <i>animal welfare, including recognising poor welfare</i> • <i>animal handling</i> • <i>animal behaviour</i> • <i>cleanliness and hygiene</i> • <i>feeding and food preparation</i> • <i>disease prevention and control</i> • <i>recognition and first aid treatment of sick or injured animals</i> <p><i>Staff who care for the cats must either:</i></p>	<p>██████ – Ofqual level 3 diploma in kennels & cattery management</p> <p>██████ – Ofqual Level 3 extended diploma in animal management</p> <p>██████ – 26 years onsite experience</p> <p>██████ – 26 years onsite experience</p> <p>██████ - Ofqual level 3 extended diploma in animal management</p>	<p>Given qualifications and level of experience of all full time staff I am satisfied that staff have sufficient competencies to identify cats behaviours and ensure welfare and care needs are met.</p> <p>Training records maintained on site</p>	

<ul style="list-style-type: none"> • hold a formal qualification, such as a Level 2 Qualifications and Examinations Regulation (Ofqual) regulated qualification appropriate for their role • show they have relevant and sufficient knowledge and experience <p>If no accredited training course exists that is appropriate to the activity, then other evidence of training must be provided, such as industry generated courses. Individuals undertaking an Ofqual regulated qualification must have suitably progressed in 12 months and have completed the qualification within 2 years.</p>			
<p>4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff. The staff training policy must be reviewed and updated each year. It must include:</p> <ul style="list-style-type: none"> • an annual appraisal • planned and continued professional development • recognition of knowledge gaps <p>This applies to all staff including the licence holder.</p> <p>Staff participation can be shown by:</p> <ul style="list-style-type: none"> • keeping records of the courses they are taking • keeping records of written or online learning • keeping up to date with any research or developments for specific breeds • annual appraisal documents <p>Evidence of staff attendance or completion of the training must be provided.</p> <p>There must be at least one full time member of staff for every 20 cats, or a higher number of qualified staff.</p> <p>There must be at least one member of staff that has a relevant Ofqual regulated Level 3 qualification.</p>	<p>Ofqual level 3 Training manuals provided with dates studied</p>	<p>Full-time staff are all family members and suitably qualified.</p> <p>Advised to record any future learning of training needs identified.</p> <p>Higher Standard MET</p> <p>Higher Standard MET</p>	
<p>5.0 Suitable Environment</p>			
<p>5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape.</p>	<p>Y</p>	<p>Upon inspection the premises was closed to dogs for a period of annual maintenance. The premises had obviously been subjected to a</p>	

<p>They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.</p> <p><i>Timber must be good quality and well kept. Any damaged areas must be sealed or over-clad. Wood must be smooth, treated, properly maintained and waterproof.</i></p> <p><i>Interior surfaces, including floors, must be smooth and waterproof. Surfaces must be able to be disinfected, where appropriate. Floors must have a non-slip, solid surface. Junctions between sections must be covered or sealed.</i></p> <p><i>There must not be any sharp edges, projections, rough edges or other hazards which could injure a cat.</i></p> <p><i>Windows and doors must be:</i></p> <ul style="list-style-type: none"> • <i>escape proof</i> • <i>strong enough to resist scratching</i> • <i>capable of being secured properly</i> <p><i>Access doors must not be propped open.</i></p> <p><i>All wire mesh or fencing must be strong and rigid. It must be kept in good repair to prevent escape.</i></p> <p><i>External doors or gates must be lockable. Staff must have easy access to keys in case of an emergency.</i></p> <p><i>Gaps or openings must be small enough to prevent a cat's head passing through, or trapping any limb or body parts.</i></p> <p><i>Unit doors should open inwards to protect the health and safety of staff. If this is not possible, there must be a documented procedure to demonstrate the safety of staff.</i></p> <p><i>Door openings must be constructed in a way that the passage of water or waste is not prevented. Water or waste must not be allowed to gather because of inaccessibility.</i></p> <p><i>If cats have access to mesh, the diameter of the wire must not be less than 1.6 millimetres (16 gauge welded mesh). Mesh size must not exceed 25 millimetres in one direction. It should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.</i></p>	<p>UPVC & galvanised steel mesh Purpose built cat accommodation</p> <p>y</p> <p>n</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>3mm</p>	<p>rigorous regime of cleaning, painting and general maintenance.</p> <p>2 areas of units separated by kitchen and office rooms.</p> <p>All units identical in style and size.</p> <p>Mixture ano UPVC, Perspex and mesh gauge barriers.</p> <p>No evidence of any scratch damage.</p> <p>Doors lockable.</p> <p>No gaps that may endanger cats.</p>	
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<p><i>Any drainage must be effective to make sure there is no standing or pooling of liquids. A minimum gradient of 1:80 is advised to allow water to run off. Waste or water must not run off into neighbouring pens or cat units.</i></p> <p><i>Units must open onto secure corridors or other secure areas so that cats cannot escape from the premises.</i></p> <p><i>Units should be designed so cats can exercise and be handled within the unit.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p>		
<p>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:-</p> <p>(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.</p> <p><i>Cats must not be restricted to areas that get too hot or too cold, causing them distress. The insulation and temperature must keep some part of the sleeping area between 15°C and 26°C. The temperature must never go below 10°C.</i></p> <p><i>Additional heat may be provided by heated beds or pads, but they must not be the main source of heat for the cats. The cat must be able to remove itself from the source of heat.</i></p> <p><i>Heaters must not be sited in a way or location where they present a risk of burning or electrocution to cats or humans, or risk a fire.</i></p> <p><i>Cats must be monitored to check if they are too hot or too cold. If a cat is showing signs of heat or cold intolerance steps must be taken to protect the welfare of the cat.</i></p> <p><i>Cats must not be exposed to:</i></p> <ul style="list-style-type: none"> • <i>excessive or continuous noise - such as dogs barking</i> • <i>draughts</i> <p><i>Ventilation must be provided in interior areas to avoid excess humidity.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Electric panel radiator</p> <p>On rear wall in sleeping area</p> <p>N</p> <p>y</p>	<p>Units are suitable to cats needs.</p> <p>The units are older style with open front room with closed off bedroom area. The bedroom is heated by rear panel heaters.</p> <p>Advice offered regarding ensuring temp records are maintained and recorded from within the bedroom area.</p> <p>Kennels are also located on site. However they are some distance away from Cattery and buildings form a barrier between both entities. Noise from dogs is not an issue.</p>	
<p>5.3 Staff must ensure that the animals are kept clean and comfortable</p>	<p>Y</p>	<p>Cats remain in same unit for duration of stay.</p>	

<p><i>Cats must benefit from routine health regimes, including grooming. If necessary this must include cleaning of the eyes, keeping long fur from matting and inspection for parasites.</i></p> <p><i>Cats must not routinely be removed from their cattery unit whilst it is being cleaned unless it is causing stress for the cat and there is a safe alternative temporary unit.</i></p>	<p>Follow owners' instructions/guidance</p>		
<p>5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.</p> <p><i>Cats must have a litter tray. Scented litter must not be used.</i></p> <p><i>Bedding must be changed, cleaned and disinfected between cats or when soiled.</i></p>	<p>wood-based cat litter in litter trays vet-bed bedding used and washed in safe 4 disinfectant laundry solution</p>	<p>Compliant as per comments.</p>	
<p>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.</p> <p><i>Units must be inspected each day and kept in a clean condition. This must be done in line with the documented cleaning and disinfection procedure. Each occupied unit must be cleaned at least once each day.</i></p> <p><i>Units must be disinfected between new occupants and when necessary. Effective spot cleaning is allowed.</i></p> <p><i>If a pest problem is identified, a pest control programme must be put in place.</i></p>	<p>Y</p> <p>Each unit thoroughly disinfected top to bottom using safe 4 disinfectant, diluted with hot water to manufacturers recommendations, and rinsed with hosepipe</p>	<p>During inspection premises closed for business.</p> <p>Records available to indicate previous cleaning.</p>	
<p>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.</p> <p><i>All animals must be transported according to the regulations in current legislation https://www.legislation.gov.uk/ukxi/2006/3260/contents/made.</i></p> <p><i>The licence holder must demonstrate that a suitable vehicle is available to transport the cats. It does not have to be owned by the licence holder.</i></p>	<p><i>Cat carrier</i></p>	<p>Transport policy in place. No pick-up or drop off facility provided. Own vehicles would be used for any emergency transfers to vets.</p>	

<p><i>Cats must always be transported in a suitable, strong cat carrier.</i></p> <p><i>This applies to travel:</i></p> <ul style="list-style-type: none"> • <i>within the cattery</i> • <i>in a vehicle</i> • <i>to and from a vehicle</i> <p><i>Vehicles must be cleaned and disinfected after each collection or delivery of any new cats.</i></p> <p><i>Cats must not be left in vehicles for unreasonable periods. They must never be left unattended in a car or other vehicle where the temperature may pose a risk to the cat. Consideration must be given to whether it is necessary to transport cats when the temperature poses a risk.</i></p> <p><i>Enough breaks must be given for water and food where appropriate.</i></p>			
<p>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.</p> <p><i>Where practicable this must be natural light, but artificial light must be available. If artificial lighting is used it must be within a range of 10 to 12 hours daily.</i></p> <p><i>Lights must be turned off overnight to provide a period of darkness.</i></p>	Y	Compliant	
<p>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.</p> <p><i>If cats from the same household share a unit there must be multiples of all resources equal or greater than the number of cats.</i></p> <p><i>Examples of resources include:</i></p> <ul style="list-style-type: none"> • <i>food</i> • <i>water</i> • <i>litter trays</i> • <i>resting and sleeping areas</i> • <i>enrichment items (such as toys)</i> 	Y	<p>Most enrichment toys would be provided by owners. Small supply of toys available on site. Never left with dogs whilst unattended.</p> <p>Food supplied by owners.</p>	

<p>5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress.</p> <p><i>All cats must be checked often throughout the day. The licence holder or responsible person must visit the cats at regular intervals no more than 3 hours apart (from 8am until 6pm). Cats must also be checked as often as needed for their individual health, safety and welfare.</i></p> <p>All cats must be checked at least once at an appropriate interval out of hours (between 6pm and 8am) by a person or CCTV.</p> <p>Temperature in the sleeping area must be between 18°C and 26°C. The environment must have a layout and design that gives the cats choice.</p> <p>Ventilation must be a managed, fixed or portable, air system to maintain appropriate temperatures in all weathers. This can be an air conditioning unit or removable fans - but these must be safely installed away from cats.</p>	<p>Y</p> <p><i>All animals checked at 9pm each night</i></p>	<p>4 x full time staff live on site.</p> <p>Last check made at 21:00 hours and recorded on diary sheet.</p> <p>No CCTV</p> <p>Higher Standard MET</p> <p>Higher Standard MET Higher Standard MET</p> <p>Higher Standard MET</p>	
<p>6.0 Suitable Diet</p>			
<p>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.</p> <p><i>Adult cats must have at least 2 meals a day at least 8 hours apart, as appropriate to the cat's needs.</i></p> <p><i>Dietary requirements that are agreed with the owner must be followed. If there are concerns about an individual cat's diet, veterinary advice must be sought.</i></p> <p><i>One feeding bowl and one water bowl must be provided for each cat. These must be separate containers.</i></p> <p><i>Food and water must be kept away from each other and away from the litter tray (at least 60 centimetres apart).</i></p>	<p>Y</p> <p>Owners advised to provide own food if cat needs special dietary requirements</p>	<p>Cat owners provide usual diet for dogs. Fridge and Freezer available.</p> <p>Usual diets maintained where possible.</p> <p>Advised re consents.</p>	
<p>6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.</p> <p><i>If a cat has no appetite for longer than 48 hours, veterinary advice must be sought. Seek advice from a vet earlier if there are specific concerns or known health problems.</i></p>	<p><i>Daily record sheets completed</i></p>	<p>Daily sheets used for feeding, comment section for any records</p>	

<p><i>Water intake must be checked and veterinary advice sought if a cat is not drinking or is drinking too much.</i></p> <p><i>The general condition of the cats must be observed. Cats displaying significant weight loss or gain must be checked by a vet and treated as needed.</i></p>			
<p>6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.</p> <p><i>Food bowls should be emptied and cleaned following feeding so that food, particularly wet food, is not left out until the next feeding time.</i></p> <p><i>Fridges for feed storage must be provided.</i></p> <p><i>Feed must be stored away from risk of vermin and in cool and dry places.</i></p>	Y	<p>Mains supply water used.</p> <p>Mix of metal bowls or those provided by owners.</p> <p>Fridge and Freezer available.</p> <p>Feed stored in Cattery kitchen area</p>	
<p>6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.</p> <p><i>Receptacles must be:</i></p> <ul style="list-style-type: none"> • <i>non-porous</i> • <i>cleaned daily</i> • <i>disinfected between different cats</i> • <i>disinfected at least once every week</i> • <i>disposed of if damaged</i> 	<i>Stainless steel food and water bowls provided</i>	Compliant as per comment and cleaning procedure.	
<p>6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.</p> <p><i>Fresh, clean drinking water must be provided each day. It must be in a clean container and changed or refreshed as often as needed.</i></p> <p><i>Several water bowls must be available to make sure all the cats have access to water.</i></p>	<i>Stainless steel water bowls provided</i>	Compliant.	
<p>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.</p> <p><i>A separate hand wash basin with an adequate supply of hot and cold water must be available for staff to wash their hands. This must be connected to a suitable drainage system.</i></p>	<i>Designated food prep area</i>	<p>Kitchen area in Cattery block.</p> <p>Hot and cold water available. Dry store food bins and fridge freezer supplied.</p> <p>Hand wash available.</p>	

<p><i>Soap and hygienic hand drying facilities must also be available.</i></p> <p><i>The food preparation area must be kept clean and free from vermin at all times.</i></p> <p><i>Receptacles for a cat's food and drink must not be used for any other purpose.</i></p>		<p>No evidence of vermin</p>	
<p>7.0 Monitoring of behaviour and training of animals</p>			
<p>7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.</p> <p><i>The business must have a documented programme that shows how they provide an enriching environment to the cats.</i></p> <p><i>All cats must have access to:</i></p> <ul style="list-style-type: none"> • <i>appropriate toys</i> • <i>scratching posts</i> • <i>hiding places</i> <p><i>Items must be checked each day to make sure they remain safe.</i></p> <p><i>Feeding enrichment can be provided too, unless a vet advises against it.</i></p>	<p>Y</p> <p><i>Owners are recommended to bring their own scratch posts to eliminate cross contamination between their cats and previous customers</i></p> <p><i>Disposable cardboard scratch facilities provided</i></p> <p><i>Cat dens provided</i></p>	<p>Advised to record preferred means of enrichment individual to cats needs.</p> <p>Website details enrichment available.</p> <p>Mix of own or supplied toys.</p> <p>See comments regarding scratch poles.</p>	
<p>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.</p> <p><i>Cats must not be taken from their individual units except in an emergency or for veterinary treatment.</i></p> <p><i>Communal exercise areas are not acceptable.</i></p>	<p>Cat toys provided by owners and supplied by us</p>	<p>Cats not removed from units during stay.</p> <p>No communal areas.</p>	
<p>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.</p> <p><i>The behaviour of each cat must be monitored each day. Changes in behaviour must be recorded and acted upon if there are signs of:</i></p> <ul style="list-style-type: none"> • <i>suffering</i> 	<p><i>Daily records completed</i></p>	<p>Daily records completed and now retained.</p> <p>Staff suitably qualified and experienced to recognise suffering, stress, fear, aggression and anxiety.</p>	

<ul style="list-style-type: none"> • stress • fear • aggression • anxiety <p>Staff must get advice from a vet, who may refer the cat to a suitably qualified animal behaviourist.</p>			
<p>7.4 Where used, training methods or equipment must not cause pain, suffering or injury.</p> <p><i>Cats are not likely to be trained when staying in a boarding cattery.</i></p>	n/a	No relevant training on site.	
<p>7.5 All immature animals must be given suitable and adequate opportunities to:-</p> <p>(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and</p> <p>(b) become habituated to noises, objects and activities in their environment.</p> <p><i>Habituation and socialisation happens early in cats - mostly before 8 weeks of age. It's not likely that kittens under 8 weeks of age will be boarding in a cattery. If they are, they should be with their mother.</i></p> <p><i>Kittens would be very susceptible to disease. They would also need an appropriate environment to learn and develop.</i></p> <p>Behavioural observations must be recorded daily.</p>		<p>Kittens under 8 weeks not accepted.</p> <p>Higher Standard MET</p>	
<p>8.0 Animal Handling and Interactions</p>			
<p>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.</p> <p><i>Cats must always be handled humanely and appropriately to suit their individual needs. Handling must minimise stress and distress such as anxiety, fear, frustration and pain.</i></p> <p><i>Cats must never be punished so that they become frightened or display agitated behaviour. People must have the competence to handle cats correctly. They must be able to identify cats that are anxious or fearful about contact.</i></p>	y	Given length of experience and qualifications of full-time staff I am satisfied that this condition is met.	

<p><i>A cat must not be picked up by the scruff of its neck (scruffing), unless it is an absolute last resort.</i></p>			
<p>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.</p> <p><i>Cats from different households must never share a unit. If cats from the same household share a unit, the owner must have given written consent. The cats must also be monitored. Consent from the owner must include authority to separate cats, if there are any problems.</i></p>	<p><i>Only cats from same household share pens and only if they are compatible with each other</i></p>	<p>Compliant as per conditions.</p>	
<p>8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.</p> <p><i>Cats must have human interactions specific and appropriate to their needs. The needs of individual cats will be reassessed each day.</i></p> <p><i>A cat must never be forced to interact with a person or people. A cat must be able to avoid people if it wishes.</i></p> <p><i>If more than one cat shares a unit, daily behavioural observations must be recorded and acted upon. These should especially focus on any signs of stress or aggression.</i></p>	<p>Y</p>	<p>Staff present throughout the working day.</p> <p>Higher Standard MET</p>	
<p>9.0 Protection from Pain, Suffering, Injury and Disease</p>			
<p>9.1 Written procedures must:-</p> <p>(a) be in place and implemented covering</p> <p>(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)</p> <p>(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.</p> <p><i>The procedures must demonstrate how the conditions in this guidance are met.</i></p>	<p>Y</p>	<p>Policies and procedures (i)-(v) & (b) Have been produced prior to inspection.</p>	

<p>9.2 All people responsible for the care of the animals must be made fully aware of these procedures.</p>	<p>Y</p>	<p>Compliant</p>	
<p>9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p><i>The business must have a facility to isolate any cat that is:</i></p> <ul style="list-style-type: none"> • <i>injured</i> • <i>sick</i> • <i>infectious or carrying a serious infectious disease</i> <p><i>If a cat is in the isolation facility for more than 12 hours, the facility must follow the same size and facility requirements as a normal cattery unit.</i></p> <p><i>If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that it's ready to use (for example, a letter from the practice).</i></p> <p><i>All staff must understand the procedures to prevent the spread of infectious disease between cats.</i></p> <p><i>When staff are handling cats in the isolation facility, they must:</i></p> <ul style="list-style-type: none"> • <i>wear protective clothing and footwear</i> • <i>follow cleaning procedures</i> <p><i>The clothing must be kept in the isolation facility and only removed for cleaning and disinfection.</i></p> <p><i>Protective garments must either be:</i></p> <ul style="list-style-type: none"> • <i>changed and laundered with appropriate disinfectant</i> • <i>disposed of after handling a cat with a suspected infectious disease</i> <p><i>The following items must be stored in the isolation facility and ready to use:</i></p>	<p>Y</p>	<p>Vet letter to be produced to cover isolation.</p>	

<ul style="list-style-type: none"> • <i>separate feeding and water bowls</i> • <i>a dedicated safe cat basket and bedding</i> • <i>litter trays and litter</i> • <i>cleaning utensils</i> <p><i>Any cats in the isolation facility must be checked as often as the other cats. Staff must visit them after the other cats. If a separate person is caring for cats in the isolation facility this does not apply.</i></p>			
<p>9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.</p> <p><i>The business owner must see an up-to-date veterinary vaccination record for all cats.</i></p> <p><i>The cats must have current vaccinations against:</i></p> <ul style="list-style-type: none"> • <i>feline panleukopenia</i> • <i>feline parvovirus, also known as feline infectious enteritis</i> • <i>feline respiratory viruses (feline herpesvirus and feline calicivirus)</i> <p><i>Certification from a vet of a recent protective titre test may be accepted instead of a booster vaccination. The certificate must state that it is valid for the current period. It is the licensee's decision whether to accept such a certificate.</i></p> <p><i>Vaccines used must be licensed for use in the UK. Homeopathic vaccination is not acceptable.</i></p> <p><i>If there is evidence of external parasites, such as fleas, ticks or lice, the cat must be treated with a product authorised by the Veterinary Medicines Directorate (VMD). The product must be licensed for use in the UK.</i></p> <p><i>Treatment must only happen after either:</i></p> <ul style="list-style-type: none"> • <i>having a consultation with a vet, using the product as directed</i> • <i>getting written consent from the owner or nominated person to treat the cat</i> 	<p>Vaccination dates are inspected and recorded</p>	<p>Vaccination records seen on inspection.</p> <p>Consents discussed regarding medication and any preventative medications.</p>	

<p>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.</p> <p><i>Waste (urine and faeces) must be:</i></p> <ul style="list-style-type: none"> <i>in a clearly-marked bin which is emptied each day or when full - whichever is sooner</i> <i>removed in line with the documented cleaning and disinfection procedure</i> <p><i>Storage of waste must be away from areas where food or animals are kept.</i></p>	<p>Stored in a remote area, stockpiled and spread on agricultural land and incorporated into the soil</p>	<p>Stored away from kennels.</p>	
<p>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.</p> <p><i>When a trained first aider suspects a cat is ill or injured, contact a vet for advice immediately. The business must record any instructions for treatment and seek further advice if there's ongoing concern.</i></p> <p><i>They must contact the cat's owner or nominated person.</i></p>	<p>y</p>	<p>Registered at Gilmores Vets, High Street, Standish</p>	
<p>9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.</p> <p><i>Any preventative treatment must be given with the written consent of the owner and under the direction of the vet.</i></p>	<p>Owners or emergency contact would be consulted in such an event</p>	<p>Trained first aid staff on site 24/7. Previous history/records of vet contact and treatment retained by applicant and seen on inspection.</p> <p>Written Consents discussed and improvement to be made to consent form.</p>	
<p>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.</p> <p><i>The vet's details must be displayed where they can be easily seen by all staff members.</i></p>	<p><i>Covered by Gilmores vets, Standish</i></p>	<p>Compliant</p>	

<p><i>This must the include:</i></p> <ul style="list-style-type: none"> • <i>name</i> • <i>address</i> • <i>telephone number</i> • <i>out of hours telephone number</i> <p><i>The veterinary practice must be within a reasonable travel distance.</i></p> <p><i>When cats are boarding, the licence holder must get written consent from the cat's owner to state which vet will be used.</i></p>	<p><i>Approx. 2.5 miles away</i></p> <p><i>Owners own vets would be contacted where practicable</i></p>		
<p>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.</p> <p><i>All courses must be completed to the specifications given by the vet.</i></p> <p><i>Any unused medications must be returned to the owner or prescribing vet.</i></p> <p><i>A fridge must be available to store any medicines that need to be kept at certain temperatures.</i></p>	<p>Y</p> <p>Y</p>	<p>Med records retained on separate sheet.</p> <p>Meds kept in kitchen and fridge and freezer available.</p>	
<p>9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.</p>	<p>Y</p>	<p>Compliant</p>	
<p>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.</p> <p><i>Disinfectant products must be able to kill viruses and bacteria (viricidal and bactericidal).</i></p> <p><i>The choice of cleaning and disinfectant products must be based on:</i></p> <ul style="list-style-type: none"> • <i>suitability</i> • <i>safety</i> • <i>compatibility</i> 	<p><i>Safe 4 disinfectant used accordingly to the manufactures guidance</i></p>	<p>All items are stored appropriately away from dog access. Suitable DEFRA Safe4 utilised.</p>	

<ul style="list-style-type: none"> effectiveness <p>Extra care must be taken to use products that are not toxic to cats, but may be safe for other animals, for example phenolic disinfectants.</p> <p>Staff using cleaning products must be competent in the safe use of detergents and fluids.</p> <p>Cleaning products must:</p> <ul style="list-style-type: none"> be kept out of the reach of animals never be left in the cat unit <p>Any equipment that has been used on an infectious or suspected infectious cat must be cleaned and disinfected after use or disposed of.</p> <p>Medication must only be used with prior consent of the owner or after a discussion with a vet.</p>	Y	No evidence of standing water found.	
<p>9.12 No person may euthanise an animal except a vet or a person who has been authorised by a vet as competent for such purpose or:</p> <p>(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</p> <p>Only a vet can euthanise a cat.</p> <p>The licence holder must keep a record of:</p> <ul style="list-style-type: none"> all euthanasia the qualified vet that carried it out <p>Euthanasia must not take place until the owner or nominated person gives consent - unless it is crucial for the welfare of the cat.</p>	n/a	Applicant fully aware of conditions.	
<p>9.13 All animals must be checked at least once daily or more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently.</p>	Y During daily cleaning/feeding regime	Compliant as per comments	
<p>9.14 Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a vet (or in the case of fish, of an appropriately competent person) must be sought and followed.</p>	record book for such eventuality	Day sheet and incident book provided on inspection.	

<p><i>Inspectors must be able to access any record and associated checklists.</i></p> <p><i>Presence or absence of faeces and urine must be monitored each day. Any abnormalities must be recorded and acted upon as needed.</i></p> <p><i>Cats staying long-term (over 3 weeks) must be checked for weight-loss or gain. If there are any concerns, advice must be sought from a vet.</i></p> <p>Designated on site isolation facilities must be available. They must be the same size and have the same facility requirements as a normal cattery unit.</p>		<p>Higher Standard NOT MET</p>	
<p>10.0 Emergencies</p>			
<p>10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the 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 and aeration or filtration systems or other emergencies.</p> <p><i>Entrances and fire exits must be clear of obstructions at all times.</i></p> <p><i>Suitable firefighting, prevention and detection equipment must be available. It must be maintained and in good working order.</i></p> <p><i>Buildings must have at least one working smoke detector (or other suitable fire detection system) installed in a suitable location on each separate level or floor.</i></p> <p><i>Where appropriate, there must be at least one carbon monoxide detector.</i></p> <p><i>An emergency drill programme must be in place with annual testing, or as required by fire risk assessments. All new members of staff must have this training as part of their induction programme.</i></p> <p><i>There must be a plan for housing of the cats if the premises become uninhabitable.</i></p> <p><i>There must be a written policy in place for dealing with extremes of temperature and weather conditions (hot and cold).</i></p> <p><i>All electrical installations must be installed by a qualified person and maintained in a safe condition. They must be sited in a way that does not present a risk.</i></p>	<p>Y</p>	<p>Emergency plan in place.</p> <p>Advised re annual testing and recording such.</p> <p>Fire fighting equipment and smoke CO2 alarms in place.</p> <p>First aid kits on site.</p> <p>Applicant has agreement with [REDACTED] and vice versa for emergency cover.</p> <p>Extremes of temp/weather policy in place.</p> <p>Electrical installations appear fit for purpose.</p>	

<i>All equipment must be maintained in a good state of repair and serviced according to manufacturer's guidelines.</i>			
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. It must also include an emergency telephone list with fire service and police contact details.	Y	Compliant as above	
10.3 External doors and gates must be lockable.	Y	Compliant	
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. <i>In a non-domestic setting, an emergency contact name and number must be displayed on the outside of the premises.</i> <i>A reasonable distance is interpreted as no more than 30 minutes travelling time in normal conditions.</i> <i>A competent person must be on site at all times.</i>	Y	4 family staff members all live on site. Higher Standard MET	

Part B – Specific conditions: (Schedule 4, Part 1 of the Regulations)

Condition / Guidance	Applicant Notes / Comments	Officer Notes / Comments	Compliant Y or N (Officer use only)
2.0 Suitable environment			
2.1 Cats within the premises to which the licence relates must be prevented from coming into direct contact with other animals from outside the premises. <i>Sneeze barriers must be in place to prevent contact with animals from outside.</i> <i>They must be placed:</i> <ul style="list-style-type: none"> • <i>on the end walls of the exercise run</i> • <i>at each end of the cattery block</i> 	Y Cats boarded cannot come into direct contact with other animals, either boarded or from outside	Compliant	

<p><i>A unit for one cat must be at least:</i></p> <ul style="list-style-type: none"> • 0.85 square metres for the area • 0.9 metres for the dimension, for example 0.9m by 0.95m <p><i>A unit for up to 2 cats must be at least:</i></p> <ul style="list-style-type: none"> • 1.5 square metres for the area • 1.2 metres for the dimension, for example 1.2m by 1.25m <p><i>A unit for up to 4 cats must be at least:</i></p> <ul style="list-style-type: none"> • 1.9 square metres for the area • 1.92 metres for the dimension, for example 1.2m by 1.6m <p><i>New builds should not have the one cat size option.</i></p> <p><i>Minimum sizes for penthouse sleeping accommodation</i></p> <p><i>Penthouse sleeping accommodation is an enclosed boxed sleeping area or pod raised off the ground. The pod needs to be high enough to be able to clean underneath, but not too high that would make cleaning inside the box difficult.</i></p> <p><i>Facilities must be easily accessible and provide safe easy access by a ramp or steps to the penthouse. Extra consideration must be given for elderly, ill, very young or disabled cats.</i></p> <p><i>The minimum height for all penthouse sleeping boxes or pods is one metre.</i></p> <p><i>A box or pod for one cat must be at least:</i></p> <ul style="list-style-type: none"> • 0.85 square metres for the area • 0.9 metres for the dimension, for example 0.9m by 0.95m <p><i>A box or pod for up to 2 cats must be at least:</i></p> <ul style="list-style-type: none"> • 1.1 square metres for the area • 0.9 metres for the dimension, for example 0.9m by 1.20m <p><i>A box or pod for up to 4 cats must be at least:</i></p>	<p>1.51m²</p> <p>1m x 1.51m</p>		
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<ul style="list-style-type: none"> • 1.7 square metres for the area • 0.9 metres for the dimension, for example 0.9m by 1.9m <p><i>New builds should not have the one cat size option.</i></p> <p>Minimum sizes for exercise runs in full height walk in and penthouse style units</p> <p><i>The minimum height for exercise runs must be 1.8 metres.</i></p> <p><i>Runs for one cat must be at least:</i></p> <ul style="list-style-type: none"> • 1.65 square metres for the area • 0.9 metres for the dimension, for example 0.9m by 1.85m <p><i>Runs for up to 2 cats must be at least:</i></p> <ul style="list-style-type: none"> • 2.2 square metres for the area • 1.2 metres for the dimension, for example 1.2m by 1.85m <p><i>Runs for up to 4 cats must be at least:</i></p> <ul style="list-style-type: none"> • 2.8 square metres for the area • 1.2 metres for the dimension, for example 1.2m by 2.35m <p><i>For new builds, the measurement of the run area for penthouse units must include the area in front of the penthouse, not the area underneath it. Cats do not use the underneath area.</i></p> <p><i>The 'one cat' size option has also been removed for new builds.</i></p> <p><i>Older catteries will have one cat size unit and shorter runs - this is acceptable.</i></p> <p><i>New builds must use the bigger dimensions.</i></p>	<p>3.17m² 2.1m x 1.51m</p>		
<p>2.7 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.</p> <p><i>Each unit must have space for at least 60 centimetres separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.</i></p>	<p><i>Food and water in penthouse area</i> <i>Litter tray on floor of exercise area</i></p>	<p>Compliant</p>	

<p>2.8 Cats must have constant access to their sleeping area.</p> <p><i>A raised bed may help to avoid cats sleeping in any draughts. All beds and bedding areas must be kept clean, dry and parasite free.</i></p> <p><i>Bedding must be made of a material that is easy to wash, disinfect or disposed of.</i></p> <p><i>A cat must not be left without bedding, unless instructed otherwise by the cat's owner.</i></p> <p><i>Soft bedding materials must be provided and adapted if needed for old, young or infirm cats to help regulate their body temperature.</i></p> <p><i>Access between the exercise and sleeping accommodation must be through a securely fitted and suitably sized cat flap. It must be capable of being securely propped open if needed.</i></p>	<p>Y</p>	<p>Compliant</p>	
<p>2.9 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.</p> <p><i>In a multiple cat unit, the number of trays must be appropriate to the number of cats.</i></p> <p><i>Trays must be impermeable, easy to clean, disinfect or dispose of.</i></p> <p><i>The tray must be:</i></p> <ul style="list-style-type: none"> • <i>large enough for the cat to turn around - at least 30 centimetres by 42 centimetres</i> • <i>deep enough for digging in litter - at least 3 centimetres deep</i> <p><i>The following materials are not considered acceptable to use as litter:</i></p> <ul style="list-style-type: none"> • <i>loose sawdust</i> • <i>shredded newspaper</i> • <i>sheet newspaper</i> • <i>soil</i> 	<p>Y</p> <p><i>1x litter tray/cat</i> <i>Trays emptied and disinfected daily. Litter disposed of daily</i></p>	<p>Compliant</p>	
<p>2.10 Each cat unit must include an elevated area.</p>	<p>Y</p>	<p>Compliant</p>	

<p><i>These must be large enough for a cat to lie on and available in the sleeping accommodation or the run.</i></p> <p><i>Facilities must be available to give safe, easy access to elevated areas for any elderly, ill, very young or disabled cats.</i></p>			
<p>2.11 Adjoining cat units must have solid barriers covering the full height and full width of the adjoining wall.</p> <p><i>For new builds, sneeze barriers must be at a minimum translucent. This means allowing light to pass through, but only enough so that objects on the other side cannot be clearly distinguished. This reduces stress when cats cannot see each other.</i></p> <p><i>New builds using gaps between units must have a full height full width translucent sneeze barrier on one side of the gap.</i></p>	Y	Compliant	
<p>2.12 Any gaps between cat units must be a minimum of 0.6 metres wide.</p> <p><i>The width of the corridor between facing units must be at least 1.2 metres. If the width of a corridor is less than 1.2 metres, sneeze barriers must be applied to the front of the units.</i></p>	Y	Compliant	
<p>2.13 Any cat taken out of a cat unit must be secured in a suitable carrier.</p> <p><i>A spare cat carrier must be kept at the cattery in case the owners do not arrive with their cat in a secure carrier.</i></p>	Y	Compliant	
<p>2.14 The sleeping area must form part of the cat unit and be free from draughts.</p> <p>Cat units must be 1.5 times the minimum area sizes in this guide. The calculation of the total area can include raised areas.</p> <p>Sneeze barriers must be completely opaque rather than translucent.</p> <p>They will be:</p> <ul style="list-style-type: none"> • up to 600 millimetres and behind any shelves • 300 millimetres above and to the side of any shelves <p>Each cat must have access to at least 2 raised areas - one of which must be in the sleeping area and one must be in the exercise area.</p>	Y	<p>Compliant</p> <p>Higher Standard MET</p> <p>Higher Standard MET</p> <p>Higher Standard NOT MET</p>	

3.0 Monitoring of behaviour and training			
<p>3.1 There must be an area within the unit in which the cat can avoid seeing other cats and people if it so chooses. <i>Cats must be provided with a hiding place. This can be as simple as providing any of the following in the units:</i></p> <ul style="list-style-type: none"> • a cardboard box • an igloo-type bed • the cat's own carrier • other structures <p><i>Any reusable structures need to be replaced or cleaned and disinfected between each cat.</i></p>	<p>Y</p> <p>y</p>		
<p>3.2 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.</p> <p><i>Each cat must have a scratching facility which can be disposed of, such as carpet squares or one that is waterproof such as wood. The scratching facilities must be capable of being cleaned.</i></p> <p><i>If a scratching facility is provided by the owner it must be kept within that cat's unit and used for that cat only. It must be returned to the owner at the end of the cat's stay.</i></p>	<p>Disposable cardboard scratchers provided</p>		
<p>3.3 All cats must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.</p>	<p>Y</p>		
<p>3.4 All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.</p> <p><i>If toys or feeding enrichment equipment are provided by the cat's owner, they must be kept within that cat's unit and used for that cat only. They must be returned to the owner at the end of the cat's stay.</i></p> <p><i>All toys and enrichment equipment must be cleaned and disinfected between different cats.</i></p> <p><i>Toys must be disposed of if they are not safe.</i></p>	<p>Y</p>		

4.0 Records

4.1 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 vet 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
- (m) details of any medical treatment each cat is receiving

Consent forms must cover:

- *veterinary treatment*
- *consent to share or separate cats if needed*
- *consent for toys or interaction preferences*

record of baskets or items left at the cattery.

Contract books completed by the owner and signed

5.0 Protection from pain, injury, suffering and disease			
5.1 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.	y		
5.2 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. <i>Extra precautions must be taken to prevent the spread of disease. A separate member of staff should attend to these cats</i>	Y		
5.3 All equipment must be cleaned and disinfected before a cat is first introduced into a cat unit.	Cleaned top to bottom with disinfectant solution and rinsed		
5.4 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.	Y		
5.5 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.	n/a		
5.6 In this paragraph, "holding cat unit" means a cat unit, separate from any other cat unit, in which a cat may be housed temporarily. <i>A holding cat unit should be a minimum of 2.25 square metres for the floor area and 0.7 metres for the height. It needs to be able to fit a litter tray and bowls. A fold-up crate is acceptable.</i>	n/a		

To be completed by the Inspecting Officer:

Date of inspection(s)

13th December 2023

Name of person(s)
seen at inspection

[Redacted]

EVU(s).

020167

Officer name(s)

[Redacted]

Inspectors Comments/Recommendations

Upon inspection premises closed for period of annual maintenance.

Premises was in good condition, free from hazards or obvious risk.

Staff appear conscientious and knowledgeable regarding dogs' welfare and required standards.

All records requested were available and produced for inspection.

Given the age of the premises some of the higher standards required to increase star rating are unachievable. This should not detract from the level of welfare and experience the applicant can provide.

Inspection Form – Boarding for Dogs in Kennels

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



Name of Premises

Address of Premises

*In order to receive a licence a business will need to meet all of the minimum standards outlined in this document. In addition, businesses are encouraged to apply higher standards. To distinguish required higher standards from optional ones they have each been given a specific colour which is used in each guidance section. Higher standards that appear in **blue text** are required in order for a business to be classed as high standard, whereas those that appear in **red text** are optional.*

The conditions are listed below with the guidance shown in italics. Please complete the inspection form in full. Failure to complete it and submit it with your application could result in a delay in your application being processed.

Part A – General Conditions (Schedule 2 of the Regulations)

Condition / Guidance	Applicant Notes / Comments	Officer Notes / Comments	Compliant Y or N <i>(Officer use only)</i>
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. <i>The licensed premises address must be displayed on the licence. It must be displayed in a public-facing area of the premises, such as the entrance.</i>	Displayed on wall in booking in area	On inspection previous licence was displayed, new licence will replace.	Y
1.2 The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.	y	Website checked and AAL number displayed 14/12/23.	Y

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 an 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.	y	Upon inspection all relevant requested documentation and records where readily available.	Y
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. <i>Electronic records must be backed up.</i>	y	Applicant retains paper records. Discussion held whether feasible to transfer to electronic in the future.	Y
3.0 Use, number and type of animal			
3.1 No animals or types of animal other than those animals and types of animal specified in the licensable activity licence may be used in relation to the relevant <i>This licence applies only to the boarding of dogs. However, if there are welfare concerns relating to other animals then the inspector should inform any or all of the following, as appropriate:</i> <ul style="list-style-type: none"> • <i>the relevant person in the local authority</i> • <i>the police</i> • <i>a suitable animal welfare organisation</i> 	Dogs only are boarded	Premises has both Cattery and Kennels. Both areas are completely separate and share no facilities. Ample distance between both units so as not to allow noise transfer or cause stress, especially to cats.	Y
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. <i>The licence conditions must clearly state the numbers of dogs that are kept for the licensable activity permitted at the premises. Undeclared numbers would be a breach of the licence, especially if not reflected in increased staffing levels.</i> <i>Consideration of what is reasonable should take into account where a licenced premises keeps other dogs that are outside of the licenced activity, but who are cared for by the same staff which might impact facilities and staffing (for example, pets and retired dogs).</i>	36	Applicant has requested 36 dogs. 28 kennels in main block and 5 in separate block. Please see comments below and licence will be for 46 dogs. The premises was closed on inspection as part of the annual maintenance regime. This was advertised on Website. No evidence previous licence numbers have ever been exceeded.	Y

4.0 Staffing			
<p>4.1 Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.</p> <p><i>Each member of staff should have 25 dogs or less to care for.</i></p> <p><i>If there is evidence that the dog's welfare needs are not being met, you should consider the staffing levels against:</i></p> <ul style="list-style-type: none"> • <i>the size of premises</i> • <i>the layout of the premises (the number of dogs that are allowed in each separate area)</i> • <i>the type of dog</i> • <i>the qualifications and experience of staff</i> • <i>additional services offered by the facility</i> • <i>use of part-time staff or volunteers</i> • <i>advice from the local authority's veterinary officer</i> 	<p>4 x full time 1 x part time at busy periods 1 x volunteer</p>	<p>All full-time staff seen on site during inspection. Full-time staff are family members and all live on site.</p> <p>Part time staff used over Christmas and Summer periods to assist when premises may run at or close to capacity.</p>	<p>Y</p>
<p>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.</p> <p><i>You should look at training records as evidence of suitable induction training of staff in:</i></p> <ul style="list-style-type: none"> • <i>animal welfare, including recognising poor welfare</i> • <i>animal handling</i> • <i>animal behaviour</i> • <i>cleanliness and hygiene</i> • <i>feeding and food preparation</i> • <i>disease prevention and control</i> • <i>recognition and first aid treatment of sick or injured animals</i> <p><i>Staff who care for the dogs must either:</i></p> <ul style="list-style-type: none"> • <i>hold a formal qualification, such as a Level 2 Qualifications and Examinations Regulation (Ofqual) regulated qualification appropriate for their role</i> • <i>show they have relevant and sufficient knowledge and experience</i> 	<p>██████ – Ofqual level 3 kennels & cattery management diploma</p> <p>██████ - Ofqual level 3 Animal management extended diploma</p> <p>██████ - 26 years on-site experience</p> <p>██████ – 26 years on-site experience</p> <p>██████ - Ofqual level 3 Animal management extended diploma</p>	<p>Given qualifications and level of experience of all full time staff I am satisfied that staff have sufficient competencies to identify dogs behaviours and ensure welfare and care needs are met.</p> <p>Training records maintained on site.</p>	<p>Y</p>

<p><i>If no accredited training course exists that is appropriate to the activity, then other evidence of training must be provided, such as industry generated courses. Individuals undertaking an Ofqual regulated qualification must have suitably progressed in 12 months and have completed the qualification within 2 years.</i></p>			
<p>4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.</p> <p><i>The staff training policy must be reviewed and updated each year.</i></p> <p><i>It must include:</i></p> <ul style="list-style-type: none"> <i>an annual appraisal</i> <i>planned and continued professional development</i> <i>recognition of knowledge gaps</i> <p><i>This applies to all staff including the licence holder.</i></p> <p><i>Staff participation can be shown by:</i></p> <ul style="list-style-type: none"> <i>records of the courses they are taking</i> <i>records of written or online learning</i> <i>keeping up to date with any research or developments for specific breeds</i> <i>annual appraisal documents</i> <p><i>Evidence of staff attendance or completion of the training must be provided.</i></p> <p><i>The licence holder needs to have at least one full-time member of staff for every 15 dogs kept.</i></p> <p><i>There must be a member of permanent, full-time staff with an appropriate Level 3 Ofqual regulated qualification.</i></p>	<p>Ofqual level 3 training manuals with dates studied</p>	<p>Full-time staff are all family members and suitably qualified.</p> <p>Advised to record any future learning of training needs identified.</p> <p>Higher Standard MET</p> <p>Higher Standard MET</p>	<p>Y</p>
<p>5.0 Suitable Environment</p>			
<p>5.1 All areas, equipment and appliances that animals can 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.</p>	<p>Main building concrete block construction, sealed with impervious exterior grade paint.</p>	<p>Upon inspection the premises was closed to dogs for a period of annual maintenance. The premises had obviously been subjected to a rigorous regime of cleaning, painting and general maintenance.</p>	<p>Y</p>

<p><i>The interior and exterior of the buildings must be maintained in good repair. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition.</i></p>	<p>Galvanised metal partitions between dogs consisting of half sheet half mesh.</p>	<p>Premises throughout was in good state of repair. No evidence found of hazards or risk caused by poor standards.</p>	
<p><i>There must not be any sharp edges, projections, rough edges or other hazards that could risk injuring a dog.</i></p>	<p>N</p>	<p>No evidence of standing water on site other than in 5 x "isolation" kennels that appear to have leaks in roofing.</p>	
<p><i>Timber, if used, must be:</i></p> <ul style="list-style-type: none"> • good quality • well-kept • sealed or over-clad if there are any damaged areas 	<p>Y</p>	<p>All areas where dogs have access had covered drains.</p>	
<p><i>Exposed wood must be smooth and treated and properly maintained to render it waterproof. All structural exterior wood (for example, fence posts) must be properly treated against wood rot (for example, tanalised). Only non-toxic products may be used.</i></p>	<p>n/a</p>		
<p><i>No standing water from cleaning or urine is acceptable. Drainage must be permanently unblocked, with liquids able to run off into drains immediately. Drainage channels should be provided so that urine is not allowed to pass over walk areas in corridors and communal access areas.</i></p>	<p>Y</p>	<p>Windows are high level and escape proof.</p>	
<p><i>Any drain covers in areas where dogs have access must be secure and designed and located to prevent toes and claws from being caught.</i></p>	<p>n/a</p>	<p>Numerous barriers/doors prevent escape.</p>	
<p><i>All interior surfaces that dogs have access to must be cleaned regularly and maintained in good order and repair. Wherever possible, interior surfaces must be smooth, waterproof and able to be cleaned. Floors must be non-hazardous for dogs to walk on, in particular to avoid slipping.</i></p>	<p>y</p>	<p>All mesh on site is compliant to standard.</p>	
<p><i>Doors and windows to the outside must be escape proof, securable, strong enough to resist impact and scratching, and to prevent injury. External doors and gates must be lockable. Those involved in the care of the dogs must have easy access to keys and any key code in case of emergency.</i></p>	<p>y</p>	<p>Unit doors in main block open outwards.</p>	
<p><i>There must be at least 2 secure physical barriers (for example, a door or gate) between a dog and any entrance or exit to the property to the outer curtilage to avoid escape.</i></p>	<p>y</p>	<p>Corridor is secured at both ends.</p>	
		<p>Units are 1.8m+ in height.</p>	

<p><i>All wire fencing must be strong and rigid, sufficient height and kept in good repair to prevent an escape and dig-proof structure. If dogs have access to mesh, the diameter of the wire must not be less than 2 millimetres (British Standard 14 gauge welded mesh).</i></p> <p><i>Square mesh size must not exceed 50 millimetres by 50 millimetres and for chain link it must not exceed 75 millimetres by 50 millimetres. Gaps or apertures must be small enough to prevent a dog's head passing through, or entrapment of any limb or body parts.</i></p> <p><i>Any electrical sockets and appliances in the dog designated rooms and where the dogs have access to must be secure and protected against damage.</i></p> <p><i>Unit doors should open inwards to protect the health and safety of attending staff. Where this is not feasible there must be a documented procedure in place to demonstrate the safety of staff. For kennels where there are facing dog units accessed by an indoor corridor, the corridor should be at least 1.2 metres wide. If this is not feasible, demonstrable measures must be in place to protect the safety of staff.</i></p> <p><i>Door openings must be constructed so that the passage of water and waste is not slowed or allowed to gather due to inaccessibility.</i></p> <p><i>Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises. These corridors and areas must not be used as an exercise area.</i></p> <p><i>Each unit should have a minimum headroom height of 1.8 metres and be designed to allow staff to access dogs and clean all parts of the unit safely. Where this is not feasible there must be a documented procedure in place to demonstrate the safety of staff.</i></p>	<p>all mesh is minimum of 3mm diameter (10 gauge)</p> <p>50mm x 50mm</p> <p>Out of dog's reach</p> <p>Documented procedures in place</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Runs are: 3.68 meters squared.</p>	
<p>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:-</p> <p>(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.</p>	<p>Y</p> <p><i>Natural ventilation with industrial</i></p>	<p>Discussion held regarding numbers of dogs and size of kennels especially sleeping areas. Applicant states dogs from same household can share with consent of owner but they assess every booking and judge size/compatibility of dogs. If deemed not suitable booking is made for 2 kennels and dogs separated with knowledge of owners.</p>	<p>Y</p>

<p><i>Dogs must not be restricted to areas when climatic conditions may cause them distress. Insulation and temperature regulation in the kennels must aim to keep the temperature in some part of the sleeping area above an absolute minimum of 10°C and below a maximum of 26°C.</i></p> <p><i>Dogs must be monitored to check if they are too hot or too cold. If an individual dog is showing signs of heat or cold intolerance, steps must be taken to ensure the welfare of the dog. A dog must be able to remove itself from a direct source of heat.</i></p> <p><i>Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts, and to avoid excess humidity.</i></p> <p><i>Heaters and electrical equipment must not be placed in a manner or location where they present a risk of burning or electric shock to dogs or humans, or a risk of fire.</i></p> <p><i>Dogs that may be adversely affected by the barking of other dogs should be located in the quietest part of the kennel facility. Excessive noise must be avoided.</i></p> <p><i>Dogs must have exposure to natural light for at least parts of the day.</i></p>	<p><i>Fan (summer months)</i> <i>Heat lamps</i></p> <p>Y</p> <p><i>Open mesh doors (summer)</i></p> <p><i>Heat lamps over individual dogs' sleeping areas</i> <i>Curtain heaters both ends of the kennels' central passage</i></p> <p>Y</p> <p>Y</p>	<p>Thermometers x 2 in main kennel block. Daily temp records maintained on diary.</p> <p>Heat lamps at height were dogs can escape direct heat.</p> <p>Natural light through runs and ceiling windows in main block.</p>	
<p>5.3 Staff must ensure that the animals are kept clean and comfortable</p> <p><i>Each occupied kennel must be cleaned daily at a minimum.</i></p> <p><i>Dogs must be removed from the area when it is being cleaned.</i></p> <p><i>Dogs should benefit from adequate routine grooming and other health regimes as needed and agreed with the owner. For example, eye cleaning or preventing long fur from matting. This must include attention to coat, teeth, ears and nails and inspection for parasites.</i></p>	<p>Y</p> <p>Y</p> <p>As requested by the owners</p>	<p>Kennels cleaned minimum of 2 x daily. Constant cleaning if fouling noticed.</p> <p>Dogs removed to exercise or runs.</p>	Y
<p>5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.</p> <p>Dogs must have regular opportunities during the day for toileting, taking into account individual needs.</p> <p>There must be direct and continuous access to a run for toileting or the dog must be removed from the kennel unit to toilet away from its bed at least 4 times a day.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>During day hours permanent access to attached runs for toileting. Access also provided x 2 to exercise area.</p>	Y

<p>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.</p> <p><i>Kennel units must be inspected daily and kept in a clean condition, in accordance with the cleaning and disinfection procedure produced by the facility.</i></p> <p><i>Kennels must be disinfected at least once a week and at occupancy change. Faeces must be removed from all areas as often as necessary and in any case a minimum of twice a day. Where a pest problem is identified, a control programme must be implemented.</i></p>	<p>Y</p> <p>Cleaned daily and bedding checked</p> <p>Cleaned daily, full clean top to bottom with disinfectant solution and rinsed with hose</p>	<p>Painted concreted flooring. Drainage to soak away.</p> <p>During inspection premises closed for business.</p> <p>Records available to indicate previous cleaning.</p>	<p>Y</p>
<p>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.</p> <p><i>All animals must be transported according to the regulations laid down in current legislation: https://www.legislation.gov.uk/ukxi/2006/3260/contents/made.</i></p> <p><i>The licence holder must demonstrate that a suitable vehicle is available to transport the dogs. It does not have to be owned by the licence holder. During transport, dogs must be suitably restrained to prevent injury using any of the following:</i></p> <ul style="list-style-type: none"> • dog crate • transport harness • dog guard <p><i>Dog crates need to be of adequate size for the dog to stand, lie down and turn around freely. Crates must be designed to provide good ventilation and be firmly secured.</i></p> <p><i>Vehicles must be cleaned and disinfected after each collection and delivery of any dogs.</i></p> <p><i>Dogs must not be left in vehicles for unreasonable periods and must never be left unattended in a car or other vehicle where the temperature may pose a risk to the animal. Consideration must be given to whether it is necessary to transport animals when the temperature poses a risk.</i></p>	<p>Y</p>	<p>No pickup or drop off service provided.</p> <p>Transportation policy in place.</p> <p>Applicants private vehicle would be utilised in case of vet emergency. Crates and harnesses available.</p>	<p>Y</p>

<p><i>Sufficient breaks must be offered for water, food where appropriate and the chance to go to the toilet.</i></p> <p><i>Dogs must be transported to vet facilities in an appropriate manner for their condition, taking care that transport does not cause further suffering. Veterinary advice on the condition of the animal and suitability for transport should be sought before transport.</i></p>			
<p>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.</p> <p><i>Where practicable this must be natural light, but artificial light must be available. Where artificial lighting is used, this must be within a range of 10 to 12 hours daily. Lights must be turned off to provide a period of darkness overnight.</i></p>	<p>Y</p> <p>Combination of roof skylights and electrical fluorescent lighting</p>	<p>Compliant as per applicant comment</p>	<p>Y</p>
<p>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.</p> <p><i>There must be multiples of all resources equal or greater than the number of dogs in the unit.</i></p> <p><i>Resources include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>food</i> • <i>water</i> • <i>enrichment items (such as toys)</i> • <i>resting and sleeping areas</i> <p><i>Dogs must be carefully monitored, especially at feeding times.</i></p>	<p>Boisterous dogs are located away from each other to reduce competitive behaviour</p> <p>Y</p> <p>Y</p>	<p>Separate unit of 5 kennels can be utilised for either boisterous or timid dogs.</p> <p>Most enrichment toys would be provided by owners. Small supply of toys available on site. Never left with dogs whilst unattended.</p> <p>Food supplied by owners.</p> <p>Advised re consents for feeding especially if dogs from same household.</p>	<p>Y</p>
<p>5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress.</p> <p><i>Trained and competent staff must observe dogs regularly throughout the day as necessary for the individual health, safety and welfare of each dog.</i></p> <p><i>Dogs must be provided with a design and layout that gives them choice.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>All animals checked at 9pm</p>	<p>4 x full time staff live on site.</p> <p>Last check made at 21:00 hours and recorded on diary sheet.</p> <p>No CCTV</p> <p>Higher Standard MET</p> <p>Higher Standard MET</p>	<p>Y</p>

<p>All individual dogs must be checked at least once at an appropriate interval during the out of hours period (for example, between 6pm and 8am) by CCTV or in person. There must be documented records for checking.</p> <p>Ventilation must be a managed, fixed or portable air system to make sure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or removable fans safely installed away from animals. A noise management plan to reduce noise to the dogs must be in place.</p> <p>For example:</p> <ul style="list-style-type: none"> • physical barriers • sound-absorbing build structure • positive reinforcement training to keep barking down • kennel design to prevent noise generation with demonstration of effectiveness 		<p>Higher Standard MET</p> <p>Higher Standard MET</p>	
<p>6.0 Suitable Diet</p>			
<p>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.</p> <p><i>Adult dogs must be fed at least once per day and in accordance with the individual dog's needs. Dogs must be fed a complete diet appropriate to their age, breed, activity level and stage in the breeding cycle.</i></p> <p><i>The diet must be agreed with the dog's owner. If there are concerns about an individual dog's diet, staff must tell the owners and seek veterinary advice.</i></p> <p><i>Dogs must be fed separately from other dogs, unless the owner has agreed dogs from the same household can share a unit.</i></p>	<p><i>Branded dog food</i></p> <p><i>Fed 2 x day</i></p> <p><i>Dogs with irregular/special/personalised dietary requirements are requested that own food is provided</i></p>	<p>Dog owners provide usual diet for dogs. Fridge and Freezer available for raw or other needs.</p> <p>Usual diets maintained where possible.</p> <p>Advised re consents.</p>	<p>Y</p>
<p>6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.</p> <p><i>Dogs must be monitored if they remain inappetent (without appetite) for longer than 24 hours. If there are concerns, staff must seek veterinary advice.</i></p>	<p>Y</p> <p>Y</p>	<p>Daily sheets used for feeding, comment section for any records.</p>	<p>Y</p>

<p><i>Water intake must be checked and staff must seek veterinary advice if the dog is not drinking or is drinking excessively.</i></p> <p><i>The general condition of all long-stay dogs must be monitored and dogs displaying significant weight loss or gain must be evaluated by a vet and treated as necessary.</i></p> <p><i>Staff must follow veterinary advice must be followed if they feed dogs that:</i></p> <ul style="list-style-type: none"> • <i>are debilitated, underweight or ill</i> • <i>have specific dietary requirements</i> 	<p>Y</p> <p>Y</p>	<p>Water bowls secured in frames to stop spillage and allow monitoring of intake.</p> <p>Long stays usually no longer than 2 weeks. Only 1 z dogs has stayed longer and owners attended at weekend.</p> <p>Advice: Consideration of scales and records of BCS.</p>	
<p>6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.</p> <p><i>Food bowls should be emptied and cleaned following feeding so that food, particularly wet food, is not left out until the next feeding time.</i></p> <p><i>The premises must have fridges to store feed.</i></p> <p><i>Feed must be stored:</i></p> <ul style="list-style-type: none"> • <i>away from risk of vermin</i> • <i>in appropriately cool and dry places</i> 	<p>Y</p> <p>Y</p> <p>Fridge and freezer</p> <p>Y</p>	<p>Mains supply water used.</p> <p>Mix of metal bowls or those provided by owners.</p> <p>Fridge and Freezer available.</p> <p>Feed stored in Kennel kitchen area.</p>	<p>Y</p>
<p>6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.</p> <p><i>Receptacles must be:</i></p> <ul style="list-style-type: none"> • <i>non-porous</i> • <i>cleaned daily</i> • <i>disinfected between different dogs</i> • <i>disinfected at least once every week</i> • <i>disposed of if damaged</i> 	<p>All bowls are stainless steel</p>	<p>Compliant as per comment and cleaning procedure.</p>	<p>Y</p>
<p>6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.</p>	<p>Stainless steel bowls</p>	<p>Compliant.</p> <p>Bowls and bowl holder per Kennel</p>	<p>Y</p>

<p><i>Fresh clean drinking water must be provided daily in a clean container and changed or refreshed as often as necessary.</i></p> <p><i>There must be multiple water bowls provided so that all dogs have ready access to water.</i></p>	<p>Y</p>		
<p>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.</p> <p><i>A separate hand wash basin with an adequate supply of hot and cold water must be provided for staff to wash their hands. This must be connected to a suitable drainage system.</i></p> <p><i>Soap and hygienic hand drying facilities must also be available.</i></p> <p><i>The food preparation area must be kept clean and vermin-free at all times.</i></p> <p><i>Receptacles for a dog's food and drink must not be used for any other purposes.</i></p>	<p>Separate designated food prep area with running hot and cold water</p> <p>Y</p> <p>Disposable hand towels</p> <p>Y</p>	<p>Kitchen area in main kennel block.</p> <p>Hot and cold water available. Dry store food bins and fridge freezer supplied.</p> <p>Hand wash available.</p> <p>No evidence of vermin</p>	<p>Y</p>
<p>7.0 Monitoring of behaviour and training of animals</p>			
<p>7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.</p> <p><i>A documented programme must be available and agreed with the owner, setting out enrichment both inside and outside. This includes grooming, socialisation and play.</i></p> <p><i>All dogs must receive appropriate toys or feeding enrichment (or both) unless veterinary advice suggests otherwise.</i></p> <p><i>Items must be checked daily to make sure they are safe and must not be left with dogs when staff are not on the premises.</i></p> <p><i>Potential competition between dogs must be avoided.</i></p>	<p>Combination of owners' own toys & provided toys if necessary</p> <p>y</p> <p>Y</p> <p>Y</p> <p>We do not mix dogs from different households</p>	<p>Advised to record preferred means of enrichment individual to dogs needs.</p> <p>Website details enrichment available.</p> <p>Mix of own or supplied toys. Removed when unattended.</p>	<p>Y</p>
<p>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.</p>	<p>Dogs are let out individually into the secure exercise area twice</p>	<p>Large exercise area used which is away from Kennels. Walks can be</p>	<p>Y</p>

<p><i>Opportunities to exercise must involve at least one walk per day or access to a secure open space away from the kennel unit.</i></p> <p><i>Consideration must be given to life stage, physical and mental health and breed when planning daily exercise.</i></p> <p><i>No more than 6 dogs per person can be walked at one time. The owner's consent is needed for a dog to walk with other dogs. Dogs must be familiarised with each other before the walk.</i></p> <p><i>Dogs that cannot be exercised must be provided with alternative forms of mental stimulation.</i></p> <p><i>Outdoor areas must not be used by more than one dog at any one time, unless they are from the same household or prior written consent has been obtained from the owners.</i></p> <p><i>Outdoor areas must be cleared of all potential hazards after each use. Faeces must be picked up between dogs using an area.</i></p> <p><i>Where artificial turf is used, it must be maintained in good repair to avoid ingestion hazards.</i></p> <p><i>Dogs must not have direct access to bins.</i></p> <p><i>The outdoor or garden area of the premises and any other area that boarded dogs may have access to must be secure and safe.</i></p> <p><i>Dogs must not have unsupervised access to ponds, pools, wells and any other garden feature that might be a threat.</i></p>	<p>daily, where access to play toys and water is available</p> <p>We walks dogs individually, unless from the same household, and are compatible</p> <p>Dog chews and toys, taken out onto the grass area for scent based enrichment</p> <p>Only dogs from same household that are compatible</p> <p>Y</p> <p>n/a</p> <p>n</p> <p>all dogs taken out of the secure kennels area are double leaded, or a combination of dog's own harness and our lead</p>	<p>provided at extra cost and if consented.</p> <p>No walking of mixed household dogs or exercise takes place.</p> <p>Outdoor area to concrete flooring with covered drainage. In good condition. Fencing 6 foot+ and in sound sturdy condition.</p> <p>No artificial turf.</p> <p>No access to bins.</p> <p>No water features or ponds.</p>	
<p>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.</p> <p><i>The behaviour of each dog must be monitored daily. Changes in behaviours must be recorded and acted upon if there are signs of:</i></p> <ul style="list-style-type: none"> • <i>suffering</i> • <i>stress</i> 	<p>Y</p> <p>We have a comment section on the daily record to document any negative changes of behaviour</p>	<p>Compliant as per comment</p>	<p>Y</p>

<ul style="list-style-type: none"> • fear • aggression <p>All staff must be able to identify dogs that are anxious or fearful about contact.</p> <p>Records of assessment must be kept.</p> <p>Dogs that are showing (or are likely to show) signs of nerves or stress must be kept in a suitable part of the business, especially if they are:</p> <ul style="list-style-type: none"> • elderly • nervous • on certain medication <p>Staff must also take account of their individual needs.</p> <p>Staff must get advice where necessary from a suitably qualified clinical animal behaviourist.</p>	<p>Y</p> <p>We try to keep nervous dogs away from excitable dogs</p>		
<p>7.4 Where used, training methods or equipment must not cause pain, suffering or injury.</p> <p>Training must be reward based. This means staff must reward desired behaviour and ignore unwanted behaviour.</p>	<p>Treat/food-based rewards are used</p>	<p>No training provided other than standard obedience, always reward based.</p>	<p>Y</p>
<p>7.5 All immature animals must be given suitable and adequate opportunities to:-</p> <p>(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and</p> <p>(b) become habituated to noises, objects and activities in their environment.</p> <p>Documented processes must be in place to accommodate the needs of dogs under one year of age.</p> <p>There must be a clear plan setting out 2 periods of exercise per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.</p>	<p>Puppy plan in place</p>	<p>Puppy policy in place.</p> <p>Higher Standard NOT MET</p> <p>Working at capacity of 33 kennels. 33 dogs x 20 mins x 2 occasions= 22 hours of exercise. Whilst I accept these circumstances would be unusual, it must be noted</p>	

		that the number of kennels may reduce and some have dual occupancy, but this higher standard would not be met.	
8.0 Animal Handling and Interactions			
<p>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.</p> <p><i>Dogs must always be handled humanely and appropriately to suit the requirements of the individual dog and to minimise fear, stress, pain and distress.</i></p> <p><i>Dogs must never be punished so that they become frightened or display agitated behaviour.</i></p> <p><i>People must have the competence to handle dogs correctly.</i></p> <p><i>A policy must be in place for dealing with difficult dogs, to include members of staff appropriately trained in dog handling and the use of appropriate equipment. They must also have the ability to recognise and act upon dogs with undesirable behaviours, as well as anxious or fearful dogs.</i></p> <p><i>A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.</i></p>	<p>Y</p> <p>All staff have many years' experience handling dogs & cats, And can recognise levels of fear and the progression to aggression. Any new members of staff will be given adequate training on how to recognise and deal with fear/aggression</p> <p>Muzzles and catch pole are on the premises</p>	<p>Given length of experience and qualifications of full-time staff I am satisfied that this condition is met.</p> <p>Muzzles and catch pole on site.</p>	<p>Y</p>
<p>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.</p> <p><i>Only dogs from the same household can share a kennel unit and they must be monitored. The owner must give written authorisation to do this and consent must also include the authority to separate the dogs if there are problems.</i></p>	<p>Consent forms are signed for dogs from the same household sharing</p>	<p>Only dogs kept within this area. All dog subject of this licences.</p> <p>Consents provided and recorded.</p>	<p>Y</p>
<p>8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.</p> <p><i>Animals should be encouraged, but never forced to interact with people.</i></p>	<p>Dogs are taken twice daily into the secure exercise yard, where human interaction is most beneficial as the dog isn't enclosed and can choose to interact</p>	<p>As per comments and staff present throughout the working day.</p>	<p>Y</p>

9.0 Protection from Pain, Suffering, Injury and Disease			
<p>9.1 Written procedures must:-</p> <p>(a) be in place and implemented covering:-</p> <p>(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 dead animals);</p> <p>(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.</p> <p><i>The procedures must include how the conditions outlined in this guidance are met.</i></p>	Y	Policies and procedures (i)-(v) & (b) Have been produced prior to inspection.	Y
<p>9.2 All people responsible for the care of the animals must be made fully aware of these procedures.</p>	Y	Compliant	Y
<p>9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p><i>The business must have a facility to isolate any dog that is:</i></p> <ul style="list-style-type: none"> • <i>injured</i> • <i>sick</i> • <i>infectious or carrying a serious infectious disease</i> <p><i>If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to provide evidence that the practice can do this (for example, a letter from the practice).</i></p> <p><i>All staff must understand the procedures to prevent the spread of infectious disease.</i></p> <p><i>Where infectious disease is present in the whole premises, barrier nursing procedures, and people trained in these, must be implemented. This includes use of protective clothing and footwear (where applicable) changed between enclosures, separate storage of equipment and segregation of waste.</i></p>	Y	Vet letter to be produced to cover isolation.	Y

<p><i>Dogs showing signs of infectious disease must not be allowed in any shared outside exercise area.</i></p> <p><i>Protective clothing and footwear must be worn when handling dogs in the isolation facility, and sanitation protocols adhered to. Separate feeding and water bowls, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.</i></p> <p><i>Dogs in the isolation facility must be checked at least as frequently as other dogs. Dogs showing signs of infectious disease must be visited after all the other dogs, unless there is a separate person only looking after the isolated dogs.</i></p>			
<p>9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.</p> <p><i>An up-to-date veterinary vaccination record must be seen to show that dogs, including resident dogs, have current vaccinations against:</i></p> <ul style="list-style-type: none"> • <i>canine parvovirus</i> • <i>canine distemper</i> • <i>infectious canine hepatitis (adenovirus)</i> • <i>leptospirosis</i> • <i>other relevant diseases</i> <p><i>Vaccination against other diseases such as kennel cough (bordetella bronchiseptica or canine parainfluenza virus) may be required.</i></p> <p><i>A vet certificate of a recent protective titre test may be accepted instead of a booster vaccination. The certificate must state that it is valid for the current period. It is up to the licence holder whether to accept such a certificate.</i></p> <p><i>Primary vaccination courses must be completed at least 2 weeks before acceptance into boarding.</i></p> <p><i>Vaccines used must be licensed for use in the UK. Homeopathic vaccination is not acceptable.</i></p> <p><i>If there is evidence of external parasites such as fleas, ticks or lice, the dog must be treated with an appropriate product authorised by the Veterinary Medicines</i></p>	<p>Infection control procedures are constantly implemented</p> <p>Owners bring vaccination records with them when they bring their dogs onto the premises, and the dates are logged on their contract form. We ask that all dogs have the kennel cough vaccine to help cover against outbreak. All animals are required to be on a current flea and worm programme</p>	<p>Vaccination records seen on inspection.</p> <p>Consents discussed regarding medication and any preventative medications.</p>	<p>Y</p>

<p><i>Directorate (VMD) and licensed for use in the UK. Treatment must be discussed with a vet before giving it to the dog. The owner must consent to this.</i></p>			
<p>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.</p> <p><i>This must be in a clearly-marked bin which is emptied either daily or when full, whichever is the sooner. Excreta must be removed in accordance with the documented cleaning and disinfection procedure. Storage of excreta must be away from areas where animals or food are kept.</i></p>	<p>All excreta is stored remotely, stockpiled for decomposition, and then periodically spread on agricultural land and incorporated into the soil</p>	<p>Stored away from kennels.</p>	<p>Y</p>
<p>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.</p>	<p>Y</p>	<p>Registered at Gilmores Vets, High Street, Standish</p>	<p>Y</p>
<p>9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.</p> <p><i>When a dog is suspected by the trained first aider of being ill or injured a vet must be contacted for advice immediately and any instructions for treatment recorded. Further advice must be sought if there is ongoing concern.</i></p> <p><i>Any preventive treatment must be administered with written consent from the owner and under the direction of a vet.</i></p>	<p>Y</p> <p>Y</p>	<p>Trained first aid staff on site 24/7. Previous history/records of vet contact and treatment retained by applicant and seen on inspection.</p> <p>Written Consents discussed and improvement to be made to consent form.</p>	<p>Y with advice.</p>
<p>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.</p> <p><i>The vet's details must be displayed where they can be easily seen by all staff members.</i></p> <p><i>This must the include:</i></p> <ul style="list-style-type: none"> • <i>name</i> • <i>address</i> • <i>telephone number</i> • <i>out of hours telephone number</i> <p><i>The veterinary practice must be within a reasonable travel distance.</i></p>	<p>Covered by Gilmores vets in Standish</p>	<p>Compliant</p>	<p>Y</p>

<p><i>The licence holder will decide which vet they will use. They must get written consent from the dog's owner before taking the dog to the vet.</i></p>			
<p>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.</p> <p><i>All courses must be completed to the specifications given by the vet.</i></p> <p><i>Any unused medications must be returned to the owner, nominated contact or prescribing vet.</i></p> <p><i>A fridge must be available to store medicines that need to be kept at low temperatures.</i></p>	<p>Y</p> <p>Medication sheets are completed with medication requirements and time of administration for record</p> <p>Y</p>	<p>Med records retained on separate sheet.</p> <p>Meds kept in kitchen and fridge and freezer available.</p>	<p>Y</p>
<p>9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.</p> <p><i>All medications must only be used with prior consent of the owner and in discussion with a vet.</i></p>	<p>Only provided medications are administered</p>	<p>Complaint</p>	<p>Y</p>
<p>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.</p> <p><i>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.</i></p> <p><i>The choice of cleaning and disinfectant products must be based on suitability, safety, compatibility and effectiveness. Disinfectant products must be virucidal as well as bacteriocidal.</i></p> <p><i>Staff using cleaning products must be competent in the safe use of detergents and fluids. Cleaning products must be kept entirely out of the reach of animals, and must never be left in kennels.</i></p> <p><i>Standing water must not be allowed to accumulate due to the possibility of pathogens residing in these moist environments.</i></p>	<p>Defra approved Safe4 disinfectant is used in accordance to their recommendations</p> <p>Y</p> <p>Y</p> <p>N</p>	<p>All items are stored appropriately away from dog access. Suitable DEFRA Safe4 utilised.</p> <p>No evidence of standing water found.</p>	<p>Y</p>

<p><i>Grooming equipment must be kept clean and in a good state of repair. If provided by the owner, it must only be used on that dog and must be sent home with the dog.</i></p> <p><i>Toys must be cleaned and disinfected between uses for different dogs, disposed of, or returned to the dog's owner (if they came in with the dog).</i></p> <p><i>Kennels of long stay dogs must undergo periodical thorough cleaning, disinfection and drying.</i></p> <p><i>Any equipment that has been used on an infectious or suspected infectious animal must be cleaned and disinfected after use or disposed of.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Grooming items provided by owners.</p> <p>Any items where infectious contact is suspected would be destroyed.</p>	
<p>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</p> <p>(a) in the case of fish, a person who is competent for such purpose;</p> <p>(b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.</p> <p>(c) a person who has been authorised by a veterinarian as competent for such purpose</p> <p><i>Only a vet may euthanise a dog.</i></p> <p><i>The licence holder must keep a record of all euthanasia and the identity of the qualified vet that carried it out. The owner or designated main point of contact must be contacted to give consent. Unless imperative for the welfare of the dog, euthanasia must not take place until consent is given.</i></p>	<p>n/a</p>	<p>Applicant fully aware of compliant.</p>	<p>Y</p>
<p>9.13 All animals must be checked at least once daily or more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently.</p>	<p>Animals are monitored throughout the day, and once during the night</p>	<p>See day sheet. Compliant</p>	<p>Y</p>
<p>9.14 Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a vet (or in the case of fish, of an appropriately competent person) must be sought and followed.</p> <p><i>Records and any associated checklists must be made available to inspectors.</i></p> <p><i>Presence or absence of faeces and urine must be monitored daily. Any abnormalities must be recorded and acted upon as appropriate.</i></p>	<p>A record book is provided for such eventuality</p>	<p>Day sheet and incident book provided on inspection.</p>	<p>Y</p>

10.0 Emergencies			
<p>10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the 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 and aeration or filtration systems or other emergencies.</p> <p><i>Entrances and fire exits must be clear of obstructions at all times.</i></p> <p><i>Suitable firefighting, prevention and detection equipment must be provided and maintained in good working order. Buildings must have at least one working smoke detector (or other suitable fire detection system) installed in a suitable location on each separate level or floor. Where appropriate, there must be at least one carbon monoxide detector.</i></p> <p><i>A first aid kit suitable for treatment of dogs must be kept on site.</i></p> <p><i>An emergency drill programme must be in place with annual testing, or as determined by fire risk assessments. All new members of staff must have this as part of their induction programme.</i></p> <p><i>There must be a plan for housing of the dogs should the premises become uninhabitable.</i></p> <p><i>There must be a documented policy in place for dealing with emergencies, including extremes of temperature and weather conditions (both hot and cold).</i></p> <p><i>All electrical installations must be installed by appropriately qualified persons in a location where they do not present a risk.</i></p> <p><i>All equipment must be maintained in a safe condition and good state of repair and must be serviced according to manufacturer's guidelines.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Secure farm buildings as an emergency measure, and an agreement with a local kennels to take animals if required</p> <p>Y</p>	<p>Emergency plan in place.</p> <p>Advised re annual testing and recording such.</p> <p>Fire fighting equipment and smoke CO2 alarms in place.</p> <p>First aid kits on site.</p> <p>Applicant has agreement with [REDACTED] and vice versa for emergency cover.</p> <p>Extremes of temp/weather policy in place.</p> <p>Electrical installations appear fit for purpose.</p>	<p>Y with advice.</p>
<p>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. It must also include an emergency telephone list with fire service and police contact details.</p>	<p>Y</p>	<p>Compliant as above.</p>	<p>Y</p>
<p>10.3 External doors and gates must be lockable.</p>	<p>Y</p>	<p>Compliant</p>	<p>Y</p>

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.	Y	4 family staff members all live on site.	Y
<i>A reasonable distance is interpreted as no more than 30 minutes travelling time in normal conditions.</i>	Y		
<i>In a non-domestic setting, an emergency contact name and number must be displayed on the outside of the premises.</i>	Y		
A member of staff must be on site at all times.	We all live on-site	Higher Standard MET	

Part B – Specific conditions: (Schedule 4, Part 2 of the Regulations)

Condition / Guidance	Applicant Notes / Comments	Officer Notes / Comments	Compliant Y or N <i>(Officer use only)</i>
7 Suitable Environment			
7.1 Dogs within the licensed premises must be prevented from coming into contact with other animals from outside the premises.	Y	Compliant	Y
7.2 In each kennel unit, the sleeping area must: (a) be free from draughts (b) provide the dog with sufficient space without touching another dog or the walls to: i) sit and stand at full height ii) lie down fully stretched-out iii) wag its tail iv) walk v) turn around without touching another dog or the walls	Y Y	Now historical kennels built in 1990's. Sleeping areas are compliant with (a)(b) & (i)-(v). Advice offered regarding the number of dogs per kennel dependent on size.	Y with advice.

<p>(c) have a floor area which is at least twice the area required for the dog in it to lie flat (d) if built after the date on which these Regulations come into force, have a floor area of at least 1.9 square metres.</p> <p><i>This applies to new builds and extensions. It does not apply to kennels rebuilding on an existing footprint. It is expected that many new boarding facilities will be significantly larger than the minimum sizes currently provided.</i></p>	<p>Built to, and above the regulations relevant at the time of construction</p>		
<p>7.3 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.</p>	<p>Y</p>	<p>Numbered to wall on kennel unit.</p>	<p>Y</p>
<p>7.4 Each dog must have constant access to its sleeping area.</p> <p><i>There must be a clean resting place to provide comfort and warmth that is situated out of draughts.</i></p> <p><i>All beds and bedding areas must be kept clean, dry and parasite free. Bedding must be made of a material that is easy to wash and disinfect, or is disposable.</i></p> <p><i>Bedding must be changed, cleaned and disinfected between dogs.</i></p> <p><i>A dog must not be left without bedding. Soft bedding materials must be provided and adapted if necessary for old, young or infirm dogs to help regulate their body temperature. If a dog chews or destroys its bedding, it must be replaced with an alternative.</i></p>	<p>Y</p> <p>Vet-bed bedding is provided, It is machine washed on a hot cycle using safe4 laundry detergent</p>	<p>Constant access to sleeping kennel. Plastic walled beds or plastic mats provided of dog chews bedding.</p> <p>Free from draughts and heated when necessary.</p> <p>Vet bedding provided if required.</p>	<p>Y</p>
<p>7.5 Each dog must have a clean, comfortable and warm area within its sleeping area where it can rest and sleep.</p>	<p>Y</p>	<p>Compliant</p>	<p>Y</p>
<p>7.6 Each exercise run must have a single, safe, secure, waterproof roof over a minimum of half its total area.</p> <p>A dog should have constant access to an exercise run during the daytime. Where this is not possible, a dog must be removed from its kennel unit at least 4 times per day for exercise and toileting.</p> <p>The roofing material must be of a material (ideally translucent) capable of filtering UV light and providing shade. A run must not be used as the primary sleeping area.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Perspex roof in good condition.</p> <p>Pulley door separates kennel to run. Doors left open during working hours.</p> <p>Run is not sleeping area.</p>	<p>Y</p>

<p>7.7 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.</p> <p><i>Partition walls may be temporary, as long as they are safe and robust.</i></p>	<p>Dogs cannot come into contact with other dogs boarding</p>	<p>Full height partitions used. Separate kennel block available if numbers allow.</p>	<p>Y</p>
<p>7.8 Only dogs from the same household may share a kennel unit.</p> <p><i>Written authorisation from the owner is required.</i></p> <p><i>The sleeping area must be at least 2.85 square metres.</i></p>	<p>Y A consent form for the owner to sign is provided</p>	<p>Compliant.</p> <p>Higher Standard NOT MET Sleeping area 1.136.</p>	<p>Y</p>
<p>8.0 Monitoring of behaviour and training</p>			
<p>8.1 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.</p> <p><i>Items specific to a particular dog must be identified as such and only used for those dogs.</i></p> <p><i>Items such as leads must be removed when the dog is in its kennel unit.</i></p>	<p>Only robust dog toys are provided, large enough so the dog cannot swallow or choke on them</p>	<p>Compliant as per comments.</p>	<p>Y</p>
<p>8.2 All dogs must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.</p> <p><i>Supervised enrichment opportunities must be offered to each dog at least daily.</i></p> <p><i>Food provision can be used to enhance enrichment. For example, through the use of devices increasing the time and effort taken to access food. This includes puzzle feeders, activity balls and stuffed rubber toys.</i></p> <p><i>Where dogs are kept in pairs or larger groups, more devices must be available than the number of dogs and use must be supervised carefully to identify where adverse behaviour occurs.</i></p>	<p>Y Y In accordance with owners instruction</p>	<p>Advised applicant to record dog owners stated preference for enrichment and to incorporate into daily routine records.</p>	<p>Y with advice.</p>

<i>Dogs which show adverse behaviour associated with feeding, or when provided with food based enrichment, must be separated from other dogs prior to feeding.</i>	Facilities to feed separately are provided		
8.3 All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.	Y	Premises closed on inspection	Y
8.4 Each dog must be exercised at least once daily away from its kennel unit as appropriate for its age and health.	Y	Compliant	Y
8.5 Any dog, which on the advice of a veterinarian, cannot be exercised must be provided with alternative forms of mental stimulation. <i>Walks must be replaced with 2 extra periods of human interaction during the day using grooming, toys or play. Toys will ideally be on a rotation so that their preferences for different toys can be established and to minimise stress.</i>	Y	Would be recorded on day sheet and booking form.	Y
8.6 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. <i>This applies whether a dog is single, paired or group housed. The dog must be able to hide to avoid visual contact with other dogs. For example, by using blankets, crates and beds with high sides or screens.</i> <i>There must be a documented daily enrichment plan setting out 2 or more sessions with toys or feed enrichment per day (in addition to their exercise).</i>	Y Y	High sided beds available. Higher Standard NOT MET. Not within enrichment document.	Y
9.0 Records			
9.1 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 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) the name, postal address, telephone number and email address of a local contact in an emergency for each dog (g) the name and contact details of the dog's normal vet and details of any insurance relating to the dog	y	Records showing (a)-(l) are completed and where made available for inspection.	Y

(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			
9.2 When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.	Y	Compliant	Y
10.0 Protection from pain, injury, suffering and disease			
10.1 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. <i>Units housing rescue or breeding dogs must be separate. Extra precautions must be taken to prevent the spread of disease and the licence holder must be able to demonstrate how this is managed. Ideally all equipment must be separate.</i>	Kennels and cattery are away from each other, and at right angles to each other n/a	Kennels and Cattery are totally separate with other building dividing area. No rescue or breeding dogs on site.	Y
10.2 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.	Incorporated into our S.O.P.	Compliant as per comments	Y
10.3 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.	n/a	None used.	Y
10.4 In sub-paragraph (3), "holding kennel unit" means a kennel unit, separate from any other kennel unit, in which a dog may be housed temporarily. <i>Holding kennels must comply with the conditions as required for main kennels. Holding kennels must be a minimum area to allow the dog to exhibit normal behaviour and dogs must be provided with a bed, food and water.</i>	n/a	None used.	Y

To be completed by the Inspecting Officer:

Date of inspection(s)

13th December 2023

Name of person(s)
seen at inspection

[Redacted]

EVU(s).

020167

Officer name(s)

[Redacted]

Inspectors Comments/Recommendations

Upon inspection premises closed for period of annual maintenance.

Premises was in good condition, free from hazards or obvious risk.

Staff appear conscientious and knowledgeable regarding dogs' welfare and required standards.

All records requested were available and produced for inspection.

Given the age of the premises some of the higher standards required to increase star rating are unachievable. This should not detract from the level of welfare and experience the applicant can provide.

Following Inspection and with consultation of applicant, the area of 5 kennels previously known as "isolation block" are not fit for purpose of isolation. They can however can be used as accommodation kennels for a maximum of 2 dogs per kennel. The kennels have no outside run so the condition:

"7.6 Each exercise run must have a single, safe, secure, waterproof roof over a minimum of half its total area.

A dog should have constant access to an exercise run during the daytime. Where this is not possible, a dog must be removed from its kennel unit at least 4 times per day for exercise and toileting" must be adhered to and written policies and procedures must reflect this. The applicant must be able to demonstrate compliance by means of records including timings of individual periods such dogs spent outside of kennels.