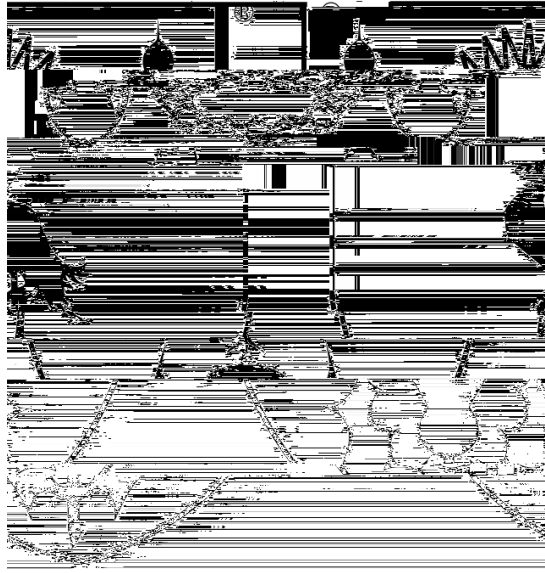


THE ROYAL ENVIRONMENTAL HEALTH  
INSTITUTE OF SCOTLAND



**Animal Boarding Establishments Act 1963**  
**Home Boarding of Dogs**

## **Acknowledgments**

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# **Animal Boarding Establishments Act 1963**

## **Home Boarding of Dogs**

### **Licensing Conditions and Guidance**

#### **Introduction**

It has been recognised that dog owners are moving away from traditional kennelling facilities to alternative care options including home boarding. Home boarding of dogs can be defined as *the provision of accommodation for other people's dogs in a private dwelling where a monetary fee is paid for the provision of this accommodation*. Traditional boarding primarily focuses on overnight boarding however, local authorities may also have to consider licensing businesses that offer day boarding or night boarding or a combination of both in their area.

In determining whether a licence should be granted, the Animal Boarding Establishment Act 1963 requires Local Authorities to have regard to the following:

The premises in which the animals will be accommodated shall be suitable in respect of size, construction, number of animals, exercising facilities, temperature, lighting, ventilation and cleanliness.

The supply of suitable food, drink and bedding material and that the animals will be adequately exercised and suitably supervised.

<b>1</b>	<b>GENERAL LICENSING CONDITIONS</b>	<i>Guidance</i>
1.1	Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.	

	they are being boarded with mother or siblings provided no other dogs are boarded on the premises at any time.	
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1.7 A copy of the Licence and its associated

1.11	The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.	
1.12	The means of transportation, dogs, premises and anything therein and the Register may be inspected at all reasonable times by a local authority officer or veterinary surgeon authorised by the local authority under Section 2 (1) of the Act.	
1.13	Dogs must wear a collar and tag during the stay of boarding. The tag must be made of a durable and hard wearing material and shall display the contact telephone number of the boarding establishment.	
1.14	The establishment must be operated in such a manner that it does not cause a statutory nuisance to occupiers of neighbouring properties.	



4	CLEANLINESS	<i>Guidance</i>
4.1	All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.	<i>One of the attractions of home boarding is the comfortable homely environment provided for dogs while away from their owners. It is therefore not expected that all floors, walls and fixtures within the establishment will be impervious. Vinyl or other impervious finish on the kitchen floor will however facilitate cleaning of this area.</i>
4.2	All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal 9(c)21 [(f)-7043(a)-9 0 48 82 8 re- eij i f dirt and n i265( )1	<p><i>Carpets, cushions etc. in rooms dogs have access to shall be vacuumed on a daily basis and more frequently if required.</i></p> <p><i>All bedding and blankets used by dogs in the course of the business shall be maintained in a clean parasitic free condition and must be laundered between use by individual dogs.</i></p>





- 5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and in any vehicle used for transport



<b>8</b>	<b>REGISTER</b>	<b>Guidance</b>
8.1	<p>A register must be kept of all dogs boarded. The information kept must include the following:</p> <ul style="list-style-type: none"> <li>Date and time of arrival;</li> <li>Name of dog, any identification system such as microchip number or tattoo;</li> <li>Description, breed, age and gender of dog;</li> <li>Name, address and telephone number of owner or keeper;</li> <li>Name, address and telephone number of contact person whilst boarded;</li> <li>Name, address and telephone number of dog's veterinary surgeon;</li> <li>Anticipated and actual date of departure;</li> <li>Proof of current vaccinations, medical history and requirements;</li> <li>Health, welfare, nutrition and exercise requirements;</li> <li>Date of last season for a bitch; and</li> <li>Written agreement in respect of emergency veterinary treatment.</li> </ul>	<p><i>The Register is a useful record of all the dogs which are boarded within the establishment. This must be kept up to date and shall be available for inspection at all reasonable times for the purpose of checking numbers of dogs on the premises, details of any sick dog, any medication administered etc.</i></p> <p><i>Details of all day boarders and night boarders shall be recorded and kept for a minimum period of 2 years.</i></p>
8.2	<p>The Register shall be available for inspection at all reasonable times by an officer of the local authority or an authorised veterinary surgeon.</p>	
8.3	<p>The Register must be kept readily available for a minimum period of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.</p>	
8.4	<p>Details of any medication administered must be recorded, including type of medication, quantity and time administered.</p>	
8.5	<p>Where records are computerised, a back-up copy must be kept. The Register must also be available to key members of staff of the establishment at all times.</p>	



11	FIRE / EMERGENCY PRECAUTIONS	<i>Guidance</i>
11.1	Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.	<i>It is advisable to encourage the Licensee to seek advice from the local Fire Safety Officer, to take reasonable steps in minimising the risk of a fire and to ensure that suitable and sufficient procedures are in place to evacuate the property in the event of a fire. It is advisable to have smoke detectors with regular checks being undertaken to ensure their effectiveness.</i>
11.2	The occupier of the property must be aware of the location of the dogs in the property at all times.	
11.3	Fire detection and fire fighting equipment must be provided in accordance with general advice given	

*Free standing or open flame heaters should not be used where dogs may come into direct contact with the flames or knock over unsecured heaters. Where gas heating is provided the Licensee shall ensure that the appliances are serviced on an annual basis by a Gas Safe registered engineer.*

12	EXERCISE	<i>Guidance</i>
12.1	Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission. The Licensee must be satisfied that the dogs are under proper control at all times.	<p><i>A suitable outside area must be accessible for exercising dogs. This will most commonly be in a safe secure back garden or neighbouring park.</i></p> <p><i>The amount of exercise a dog requires varies depending on the size and breed of the dog. It is therefore important to discuss individual dog's requirements with the client to ensure the dog's needs are fully met.</i></p>
12.2	There must be access to a suitable outside area.	
12.3	Any exercise/garden area of the premises to which the boarded dogs may have unrestricted access must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.	
12.4	The Licensing Authority must be informed by the next working day if a dog is lost.	

<b>13</b>	<b>TRANSPORTATION</b>	<i>Guidance</i>
13.1	If a collection and delivery service is provided or transport is used to travel to an exercise area then	



**APPENDIX 1      ANIMAL BOARDING ESTABLISHMENTS ACT, 1963**  
**APPLICATION FOR A LICENCE**  
**FOR HOME BOARDING OF DOGS**

Full Name, including former name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

I hereby apply for a licence under the above Act authorising me to keep a boarding establishment for dogs at:

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

for: Number of dogs: \_\_\_\_\_

I require the licence to operate from: \_\_\_\_\_

(The licence will expire on 31 December of each year)

**The Royal Environmental Health Institute of Scotland  
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