# **PROVIDING BOARDING IN KENNELS FOR DOGS**

# **PAPERWORK REQUIREMENTS**

Please note that this document has been created to help you ensure that you submit all of the relevant documents to the Local Authority before your inspection is completed. The guidance is available [here](https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities).

There are requirements set out it the guidance in relation to the records that need to be kept. These records will be scrutinised during the inspection. On the inspection visit we will expect to see how these records are going to be kept e.g. a database, paper record. Records must be kept for 3 years.

## **Minimum Standards**

To meet the minimum standards you must submit the following details:

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|  | A written training policy for all staff (See guidance under Part A 4.3 of the Guidance). |
|  | 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 (See guidance under Part A 5.5 of the Guidance). |
|  | An enrichment programme (See guidance under Part A 7.1 of the Guidance). |
|  | A documented processes must be in place to accommodate the needs of dogs under one year of age (See guidance under Part A 7.5 of the Guidance). |
|  | A policy for dealing with difficult dogs (See guidance under Part A 8.1 of the Guidance). |
|  | Feeding Procedure (See guidance under Part A 6.0, 9.1 of the Guidance). |
|  | Cleaning Procedures (See guidance under Part A 5.5, 6.4, 6.6, 9.1 of the Guidance). |
|  | Transportation procedure (See guidance under Part A 5.6, 9.1 of the Guidance). |
|  | The prevention of, and control of the spread of disease (See guidance under Part A 9.0 of the Guidance). |
|  | Monitoring and ensuring the health and welfare of all the animals (See guidance under Part A 6.2, 9.1, 9.13 of the Guidance). |
|  | The death or escape of an animal (including the storage of dead animals) (See guidance under Part A 9.1 of the Guidance). |
|  | Procedure covering the care of the animals following the suspension or revocation of the licence or during and following an emergency (See guidance under Part A 9.1 of the Guidance). |
|  | If isolation facilities are to be provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If not stated isolation protocols must be provided (See guidance under Part A 9.3 of the Guidance). |
|  | A written emergency plan (See guidance under Part A 10.0 of the Guidance). |
|  | We will need to see a document that can be signed by the client that gives the following consents:   * Enable a dog to be walked outside the facility * That different households can be mixed, including in exercise areas and when being walked. * That when dogs from the same household share the owners give permission for them to share, and that they give permission to separate the dogs should problems arise. |

## **Higher Standards**

If you wish to meet the higher standards you may submit the following details:

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|  | A noise management plan must be in place e.g. physical barriers, sound absorbing build structure, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness (OPTIONAL HIGHER STANDARD) |
|  | 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. (REQUIRED HIGHER STANDARD) |
|  | There must be a documented daily enrichment plan setting out two or more sessions per day (REQUIRED HIGHER STANDARD) |