

# ***LICENCE TO KEEP AN ANIMAL BOARDING ESTABLISHMENT***

***Copeland Borough Council***  
*being the local authority under the Animal Boarding Establishments  
Act 1963, hereby licences*

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*Of*

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*being the occupier of premises known as*

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*within the area of the said authority, to keep an Animal Boarding Establishment  
at those premises subject to the conditions in the schedule hereto.*

*This licence is valid from the 1st January 200 until the 31 December 200*

*Granted at the office of the said Council  
at Catherine Street, Whitehaven*

*on the 200*

.....  
*Principal Environmental Health Officer  
(The Officer appointed for this purpose)*



*Proud of our past. Energised for our future.*

# ANIMAL BOARDING ESTABLISHMENTS ACT 1963

## SCHEDULE OF CONDITIONS SUBJECT TO WHICH THE LICENCE IS GRANTED

1. The number of animals accommodated at the establishment at any one time shall not exceed    dogs and    cats.
2. Animals must at all times be kept in accommodation that is adequate in construction and size.
3. Exercise facilities should be provided as follows:

Dogs: All small runs must be paved in such a way to provide adequate cleaning and disinfection. Grass runs are only allowable in paddocks large enough to prevent the ground becoming unduly fouled or trodden and the entrance and inside perimeter must be paved or surfaced with suitable material.

Cats: Cat compartments where there is inadequate room for exercise must be serviced by a fully paved and securely enclosed exercise area of adequate size.
4. The sleeping accommodation must be maintained at an adequate temperature and draught and damp must be    excluded.
5. The accommodation must be lighted by a source of daylight with adequate supplementary artificial light to allow the proper working and cleaning of the compartment.
6. Ventilation must be adequate to maintain the atmosphere of the sleeping quarters of the animals clean and draught free.
7. The accommodation and ancillary establishment, kitchen, corridors, runs, etc., must be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. All excreta and soiled material must    be removed at least once daily and more often if necessary from all living compartments and exercise area. The floors of living compartments must be kept clean and dry.
8. Animals must be adequately supplied with suitable food.
9. All animals boarded must have an individual adequate supply of wholesome drinking water available at all times.
10. All animals must be provided with a bedding area or bench large and suitable enough to allow the animal to lie comfortably. Where bedding is used it must be maintained in a clean and dry state. Moveable benches must be removed for thorough cleaning at least twice weekly.
11. All animals must be adequately exercised.
12. While animals are boarded at the establishment there must always be someone resident at the premises and all animals must be visited at suitable intervals.
13. The licensee must ensure that a responsible person shall at all times be in, or within, reasonable distance from the premises for the purpose of giving warning and taking other necessary steps in the event of fire or other emergency. In case of absence of the responsible resident, the licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name and address and telephone number of such a person shall be displayed in legible characters on the front door, or windows of the premises and be notified to the local fire brigade and police.
14. Cats must be provided at all times with a sanitary tray.
15. Facilities must be provided for the collection of all used bedding and cat litter and other waste material which must be disposed of in a manner approved of by Copeland Borough Council.
16. Feeding utensils must be satisfactorily cleaned or disposed of after each feed. A kitchen must be provided for preparing the animals' food and must be kept clean and vermin free at all times. Refrigeration facilities must be provided where fresh meat is used. All bulk supplies of food must be kept in rat and mouse proof containers.
17. Compatible with the protection of animals from insecticide poisoning, precautions must be taken to eliminate flies throughout the establishment.
18. All reasonable precautions to prevent and control the spread of infectious or contagious disease including the provision of isolation facilities.
19. The licence holder must procure fire prevention advice from the fire officer of the area fire authority and implement such advice.
20. A register must be kept containing a description of any animal received into the establishment, date of arrival and departure, and the name address of the owners, such register to be available for inspection at all time by an officer of the district authority, veterinary surgeon, or veterinary practitioner authorised under section 2(1) of this Act. The register must be available to members of staff of the establishment at all times.
21. All reasonable precautions must be taken to prevent illegal access to or escape of the animals.
22. Washing and lavatory facilities must be available for staff.
23. A copy of the licence must be suitable displayed to the public in a prominent position in the boarding room establishment.