# **ARRANGING BOARDING OF DOGS PAPERWORK REQUIREMENTS**

Please not 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 in 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.

As an arranger we want to see that you have provided the following documents that you expect your home boarders to adhere to. We also need to see your policy in relation to choosing home boarders, and how you are going to ensure that they continue to maintain standards.

## **Minimum Standards**

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

|  |  |  |
| --- | --- | --- |
| condition | requirement | provided |
| 4.2 | Provide information in relation to any formal qualification relevant to the role or knowledge and experience you hold. |  |
| 4.3 | Written training policy for all staff, including the licence holder |  |
| 5.5 | Provide a procedure to make sure that housing and any equipment is cleaned as often as necessary and hygiene matters are maintained. |  |
| 7.1 | A written programme that shows how you provide an enriching environment inside and outside. This must be agreed with the dog owner |  |
| 7.5 | A written procedure for dogs that are under one year of age. |  |
| 8.2 | A policy must be in place to monitor new dogs coming into the home boarding environment. |  |
| 9.1 | Written procedures for:  Feeding regimes |  |
| Cleaning regimes |  |
| Transportation |  |
| The prevention of, and control of the spread of disease |  |
| Monitoring and ensuring the health and welfare of all the animals |  |
| The death or escape of an animal (including storage of carcasses) |  |
| 9.3 | If the isolation facility is at another location, such as a veterinary practice, the holder must be able to show evidence that this is ready to use (For example, a letter from the practice). |  |
| 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, 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. |  |
| 10.1 | There must be a plan to house the dogs should the premises become uninhabitable. |  |
| 10.1 | There must be a written policy in place for dealing with emergencies, including extremes of hot and cold temperatures and abnormal weather conditions. |  |
| 13.1 | Documented trial session for dogs to familiarise with each other before they home board. |  |
| 16.3 | If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person. |  |
|  | We will need to see a document that can be signed by the client that allow the following:  Dog to be walked with dogs from other households |  |
| Dogs from different households boarded at the same time |  |
| Dogs from the same household can be kept together with written consent from the owner. |  |
| Consent to use a crate |  |
| Walk a dog outside the home environment or garden |  |
| Let a dog off the lead |  |
| To keep dogs together in a designated room. |  |

## **Higher Standards**

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

|  |  |  |
| --- | --- | --- |
| Required Higher | There must be a clear plan setting out 2 walks per dog a day for a minimum of 20 minutes each. There must be an alternative planned for dogs that cannot be exercised for the veterinary reasons for the same periods of time. |  |
| Required Higher | Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time. |  |