

Licence Conditions For

Dog Sitting Premises

1. The Licence Holder/ Care Manager must comply with these licence conditions at all times.
2. Only dogs from one household may be boarded at any one time, unless the dog owners give consent in writing.
3. A copy of the licence and its conditions must be suitably displayed at the premises for viewing by customers.
4. The licensee must ensure that the establishment is covered by adequate and suitable public Liability Insurance and, where necessary, adequate and suitable Employers liability Insurance.
5. Arrangements shall be made to meet the owners well in advance of any agreement to board the dogs to ensure the suitability of the dog.
6. Accommodation provided for dogs must be in all respects suitable as regard construction, size, fixtures & fittings, exercising facilities, temperature, ventilation and cleanliness.
7. Natural and artificial lighting of rooms must be sufficient to allow the proper use and cleaning of them.
8. Clean dry bedding material shall be provided for each animal.
9. The accommodation and ancillary establishment shall be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. All excreta and soiled material shall be removed as often as necessary and at least once daily from all living and exercise areas. The floors of the living compartments shall be kept as clean and dry as practicable.
10. All animals shall have an adequate supply of wholesome drinking water available at all times.
11. All animals shall be adequately supplied with suitable food.
12. The food preparation area and equipment shall be kept vermin free at all times. Refrigeration facilities shall be provided where fresh meat is used. All bulk supplies of food shall be kept in vermin proof containers. Feeding and drinking utensils shall be cleaned or disposed of after each feed.
13. All areas in which the dogs run freely must be secure and prevent escape of the dogs or uncontrolled contact with legitimate visitors e.g. postmen. Each dog will wear a visible tag bearing the name, address and telephone number of the licensee for the duration of the stay.
14. All dogs must be given adequate exercise. Where exercise is provided off the premises dogs must not be let off the lead unless the owner gives express permission. They shall not be let off if they cannot be controlled off the lead or if they are likely to cause a hazard or nuisance to wildlife, property or members of the public. They shall not be let off the lead in or near areas containing livestock.
15. All reasonable precautions must be taken to prevent and control the spread among dogs of infection or contagious disease including the provision of adequate isolation facilities and the appropriate use of a parvoadal disinfectant. The licensee must also make suitable arrangements for the prevention and control of fleas, ticks, intestinal worms and other parasites.
16. The Licensee must have access to a veterinary practice that can provide an emergency service if the need arises and an animal's normal vet is unavailable.
17. All heating appliances must be of such construction as to constitute no risk of fire.
18. Dogs and equipment shall not be placed or kept in such a position to cause obstruction in case of fire or other emergency.
19. Dogs must be visited at suitable intervals.

20. The licensee shall ensure that a responsible person shall at all times be in or within reasonable distance from the premises for the purpose of giving warning or taking other necessary steps in the event of fire or other emergency. An adequate and accessible supply of water and sand and/or an efficient fire extinguisher must always be available on the premises and the positions clearly marked.
21. A register must be kept containing the description of all dogs boarded. This should include the following:-
- Name and description of the dog
 - Date of arrival/departure
 - Name/address/contact number for the owner
 - Details of a contact whilst the owner is away
 - Details of the dog's veterinary surgeon
 - Details and dates of the dog's vaccinations
 - Health, welfare and nutrition requirements
 - Date of the last season for a bitch.
22. An Authorised Officer of Hastings Borough Council must be allowed access to the premises and dogs at any reasonable time to carry out inspections and investigations as necessary.