



THE LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE AGENDA

TUESDAY 25 NOVEMBER 2014 AT 7.30 PM

COUNCIL CHAMBER, CIVIC CENTRE, HEMEL HEMPSTEAD

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Cllr Bhinder	Cllr Link
Cllr Mrs G Chapman	Cllr Peter
Cllr Conway	Cllr Ryan
Cllr Fantham	Cllr G Sutton
Cllr Mrs Green (Chairman)	Cllr Taylor
Cllr Hearn (Vice-Chairman)	Cllr Whitman

Substitutes: Councillors Mrs Bassadone, R Hollinghurst and R Sutton.

For further information, please contact Trudi Coston on Tel: 01442 228224, or Email: Trudi.coston@dacorum.gov.uk. Information about the Council can be found on our website: www.dacorum.gov.uk.

PART I

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1. MINUTES

To confirm the minutes of the meeting held on 29 April 2014.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent
and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial
- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules on Public Participation



AGENDA ITEM: 5

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 November 2014
PART:	1
If Part II, reason:	

Title of report:	Outcome of consultation on proposed update of standard conditions for animal-related licences
Contact:	Sally Taylor – Lead Licensing Officer, Legal Governance
Purpose of report:	To present to the Committee the results of a recent consultation exercise in respect of proposals to update the standard conditions attached to a number of types of animal welfare licences.
Recommendation	That the Committee approve the adoption of the revised standard conditions for cat boarding establishment licences, dog breeding establishment licences and pet shop licences, as derived from the model conditions published by the CIEH and set out at Annexes 4 - 6 of this report.
Corporate objectives:	Safe and Clean Environment <ul style="list-style-type: none"> • Maintain a clean and safe environment
Implications:	<p><u>Value for Money</u> The proposed conditions are taken from national model conditions published by leading regulatory/advisory bodies in consultation with animal welfare and trade organisations. Adopting such standard conditions will improve consistency between licensing authority areas, lowering compliance costs for businesses, and reduce the risk of legal challenge.</p> <p><u>Financial / Equalities / Risk / Health And Safety Implications</u> No implications are expected to arise.</p>
Consultees:	Holders of animal welfare licences in the borough.

Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	BCMS – British Cattle Movement Service CIEH – Chartered Institute of Environmental Health DEFRA – Department for Environment, Food & Rural Affairs DWA – Dangerous wild animal

1. BACKGROUND

1.1. The Council is responsible for licensing a number of animal-related commercial activities, as well as one non-commercial activity, and in doing so has a responsibility to ensure the welfare of the animals involved in these activities, as well as the safety of the wider public (e.g. ensuring dangerous animals do not escape or attack members of the public).

1.2. The licence types which the Council may issue include:

- a) **Animal boarding establishment licences** (providing accommodation for other people's dogs or cats for a consideration, i.e. kennels, catteries, home boarders or 'dog day-care centres'. Boarding of other animals does not require a licence. Dacorum has historically separated its licences into 'commercial boarding' licences and 'home boarding' licences, and made different provisions for both).
- b) **Dangerous wild animal (DWA) licences** (keeping animals from a prescribed list at domestic premises, including apes, big cats, venomous snakes and arachnids, reptiles, large mammals, etc. Licence-holders may, with the consent of the Council, transport their animals to other areas, e.g. for exhibition or breeding purposes).
- c) **Dog breeding establishment licences** (carrying on a business of breeding dogs for sale (direct or indirect sales both included)).
- d) **Pet shop licences** (any premises used for the commercial sale of pet animals. Also includes sales of offspring which have been bred for sale. Dacorum historically has separated its licences into 'all animal' licences and 'fish only' licences, with differing provisions).
- e) **Riding establishment licences** (premises offering opportunities to ride horses and ponies for a consideration. Includes riding schools where riding training is offered, as well as premises hiring horses to experienced riders. Livery yards, used for stabling other people's horses but not hiring the animals for riding, are excluded from the licensing requirement).
- f) **Zoo licences** (operating an establishment exhibiting wild animals which is open to the public on at least 7 days per year).

1.3. Each of these licensing schemes allows the licensing authority to attach appropriate conditions. For several of these, lists of standard conditions have previously been adopted, and further discretionary conditions can be agreed as required.

1.4. Conditions attaching to DWA and zoo licences are typically species-specific, and as such are determined on a case-by-case basis rather than using a schedule of standard conditions. For many such wild animal species, specific guidance is issued by DEFRA's zoo inspectorate which will be taken into account when compiling conditions

1.5. Herts County Council is responsible for issuing **performing animal licences** (to ensure the welfare of animals used in exhibitions or entertainment performances) and **animal movement orders** (jointly with DEFRA and BCMS, for transporting cattle, pigs, sheep, goats and deer, both to ensure the welfare of the animals and to prevent disease transmission).

- 1.6. In addition to the legislation which enables the above licence types and makes specific provisions for such businesses, the Animal Welfare Act 2006 establishes an overriding duty for owners and businesses to ensure the welfare of animals in their care, and contains an offence of causing unnecessary suffering to an animal. Parts of the Act, including a provision enabling the Secretary of State to introduce further or replacement animal licensing schemes by way of regulations, have not to date been utilised.
- 1.7. At the Licensing Health and Safety and Enforcement Committee on 29 April 2014, officers requested approval to commence consultation in respect of proposals to revise and update the Council's standard conditions for animal boarding establishments, pet shops and dog breeding establishments, the aim being to bring them into line with the most current model conditions published by the CIEH in 2013.
- 1.8. Since the Committee meeting on 29 April, the CIEH has advised officers that no updated model conditions for dog boarding are likely to be published until 2015.

2. RESULTS OF CONSULTATION

- 2.1. Consultation was carried out by writing to all current licence holders of animal boarding establishments (including home boarding establishments), pet shops, and the one dog breeding establishment licensed by the Council, explaining the proposals and the reasoning behind them, and providing a set of the appropriate model conditions issued by the CIEH. Responses were invited between 7 August and 18 September 2014, a total consultation period of six weeks.
- 2.2. With regard to conditions for riding establishments, the Council's veterinary surgeon has been consulted, and his response received. The next stage of consultation is due to take place with relevant local businesses to establish whether any further revisions to the standard riding establishment conditions are necessary. Once this is completed, proposals for updating these conditions will be submitted to a future meeting.
- 2.3. During the consultation period three responses were received. Two of these were from the same animal home boarding licence holder, the other from the proprietor and licence holder of a larger animal boarding establishment. Both respondents predominantly board dogs, and their comments refer to a number of outdated or inappropriate conditions currently set out in the existing model conditions for dog boarding, concerns relating to unlicensed home boarding establishments and the need to implement conditions suitable and appropriate for home boarding, and fee levels in comparison to other local authorities. As the CIEH has yet to publish updated model conditions for dog boarding (these are expected sometime in 2015) officers propose to submit a report to a future meeting once these become available, and seek approval to commence consultation on revising our current conditions at that time. The responses are set out at Annexes 1 to 3.
- 2.4. Officers have prepared a set of standard conditions for cat boarding establishments, dog breeding establishments and pet shops, derived from the most recent model conditions published by the CIEH in 2013 and 2014, and these are set out at Annexes 4, 5 and 6.

3. RECOMMENDATION

- 3.1. That the Committee approve the adoption of the Council's standard conditions for licensing of cat boarding establishments, dog breeding establishments and pet shops derived from the updated 2013 and 2014 model conditions published by the CIEH as set out at Annexes 4 to 6 of the report..

From: Karen Tonge [mailto:]
Sent: 13 August 2014 15:08
To: Licensing Mailbox
Subject: Consultation on revising standard licence conditions for animal welfare licences

Dear Sally,

Thank you for your letter of the 7th August. I am delighted you are looking into these areas, especially for animals welfare and safety. I am hopeful that the new bill coming up in parliament will mean that kittens and puppies are no longer sold in pet stores. I can only hope.

My area of interest is in dog home boarding. My experience of the current criteria list for home boarders is that it is a miss mash and cut and pasted from a kennels establishment criteria, so many areas do not comply. Not many houses have fire doors internally or would want to keep doors shut, a necessary fire risk assessment and protocol for kennels, but not so in domestic set up. Thats only the tip of it. There really needs to be separate Licence conditions written for home boarding. In much the same way that Ofsted looked at nurseries and childminding. They need to be dealt with in a very different way. They are very different services and should be seen as such. Unfortunately because they are not the increase in Home dog sitting is roaring ahead under the radar. As someone who is licenced, has public liability cover, canine fist aid and a qualified dog trainer is pains me when i see others who just post and advertise "Dog loving family will look after your dog etc" The public are not being protected from lack of knowledge. Not many people realise home boarders require them or that they should have public liability either.

Dacorum is worse hit as I have found the reluctance for other local boarders to acquire a licence is mainly the cost and the restrictions of numbers of dogs that can be boarded. This changes when out of Dacorum. St. Albans has many more licensed home boarders as their license is in the region of £40. Bucks are also cheaper and the number of dogs allowed seem more plentiful. There certainly doest seem to be a national - even regional template. I was having this conversation with your Dog Warden at the Paws on Moors afternoon as I was in attendance presenting a Childs dog bite prevention scheme, explaining to her about the rise of adverts on local forums and Face book sites for people offering this service - usually at the same price as me and without any canine qualifications or insurance. It is looked at as easy money for some and of course the dogs can't tell their owners the treatment they received, or conditions they are kept in. I would wholly recommend a regional approach throughout neighbouring Councils and a pricing system that is fair. You may then encourage more people to take up a licence and put proper protocols and insurance in place.

If you would like to discuss this further or be interested in my personal experience or views I would be happy to help.

Yours
Karen Tonge
Assoc of Pet Dog Trainers
Assoc of Pet Professional Guild
Trainer at Karens in the Doghouse
Child Dog Bite Prevention Educator

From: Karen Tonge [mailto:]
Sent: 15 August 2014 10:16
To: Licensing Mailbox
Subject: Re: Consultation on revising standard licence conditions for animal welfare licences

Hi Sally

I have been in communication with a boarding colleague locally who replied as below.

I'm in vale of Aylesbury. I pay £107. I remember I had to pay for a full year even though I only started in may. I find the whole licence thing very bad! I moved from Tring - Dacorum - for the very reason that their licencing rules are prohibitive to making a business out of it - only allowed one dog! I have moved 4 miles down the road and the rules are totally different. I'm on the borders of herts, bucks and beds (literally in the middle of all three) and the rules around kennel cough, entire males etc etc are different which makes it difficult for customers too! I am a bit of a rule follower and the house move was quite a big deal (and expense!) so for me the rules are a bit of a joke. I am licensed for 6 dogs which was granted based on the number of downstairs rooms I have to separate the dogs which makes sense to me. I act responsibly but it is also an opportunity for the not so responsible to get away with bad practice. The licensing officer here was very nice and works part time and pretty sure she has more work than she could do the hours she does! Let me know if you want any more info.

Interestingly in St Albans - a more affluent area they charge £36 for in home boarding The fees are set annually. For the year 1 April 2013 to 31 March 2014 the licence fee for an Animal Boarding Establishment is £124 and the licence fee for an Animal Boarding Establishment in a **Private Home is £36.**)

A copy of their licence conditions are below - which are more in keeping with in home care. The parts in bold are two areas I do concern with however.

item 27 - vague on qualifications - not sure what this means.

item 31 - in residence - does this mean on the premises at all times?

I have also copied an application from Barking Mad a franchise boarding company to the Council regarding their concerns. I have highlighted in red areas which still are of concern to some of us.

Thank you.
 Fond regards
 Karen Tonge.

ST ALBANS CITY & DISTRICT COUNCIL LICENCE CONDITIONS
ANIMAL BOARDING ESTABLISHMENTS ACT 1963
WHERE CATS/DOGS ARE BOARDED WITHIN A PRIVATE DWELLING

A licence under the Animals Boarding Establishments Act 1963 is required by any person carrying on at any premises of any nature (including a private dwelling) a business of providing accommodation for other peoples dog(s) or cat(s). These conditions apply to all buildings and areas to which cats and/or dogs have access and/or that are used in association with the boarding of cats and/or dogs. All references to cats and/or dogs apply equally to kittens and/or puppies unless specified otherwise.

1. The licence must be suitably displayed to the public in a prominent position.
2. The premises and accommodation must not be used for the purpose of boarding any livestock that it is not licensed to. Any stray cats or dogs or other livestock must not be permitted or kept in the

buildings, areas and accommodation used in association with the boarding of cats and/or dogs. Cats and dogs boarded under the terms of this Licence must live in the home as family pets.

3. The interior and exterior of the premises (including paths, gardens, exercise areas and general surroundings) must be kept in good decorative order and repair so that it is safe, clean and presentable. Adequate ventilation must be provided throughout.

4. Fencing must be maintained in a secure and safe condition.

5. Cats and dogs must at all times be kept in an environment that is suitable to their species and to individuals with respect to security, safety, situation, protection, materials, construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation, cleanliness, accessories and not exposed to damp or draughts. Only chemicals and products that are not toxic to cats or dogs may be used at the premises. Floor areas and bedding must be kept clean, dry and parasite-free.

6. Sleeping areas must be of sufficient size for an adult of the breed occupant to lie down flat on its side, stand up and turn around comfortably. For cats and dogs there must be free access to part of the dwelling maintained at a minimum temperature of 10°C (50°F) and a maximum temperature of 26°C (79°F) at all times. Cats and dogs must be provided with suitable bedding.

7. Cats and dogs must not be kept outside

Page 1 of 5, Licence Conditions 2010 - Boarding Establishments Act (Private Dwelling).doc

8. Cats and dogs must not be kept in such a way that they could be disturbed by other livestock or unauthorised persons. Incompatible species must not be kept within sight of each other. All reasonable precautions must be taken to prevent illegal access to or escape of cats or dogs.

9. The premises, equipment, utensils, accessories, reusable bedding, storage containers, refuse containers and feeding and drinking receptacles must be suitably cleaned and disinfected and dried before and after each use and daily or as often as necessary to maintain them in a clean, safe, sound and hygienic condition. Uneaten food must be disposed of after each meal. Cats must be provided with individual beds and impermeable sanitary trays (with suitable clean litter) at all times.

10. All food, excreta, bedding and waste must be stored in suitable closed, pest and vermin proof, secure and impervious containers, away from direct sunlight, until use or removal from the premises. Waste must be removed from the premises as soon as practicable, at weekly intervals or more frequently where necessary. Suitable and sufficient refrigeration facilities must be provided and used for the storage of fresh or frozen foods which must be adequately defrosted prepared and/or cooked before being fed to cats and dogs. A hygienically constructed and maintained kitchen (connected to mains drainage or approved sewage disposal system) must be employed for the storage and preparation of dog and cat food. A sink with hot and cold water must also be provided for the washing of food, equipment and eating and drinking vessels.

11. All waste must be disposed in accordance with current legislation and to the satisfaction of St Albans District Council in a way that is not likely to cause harm or nuisance. Clinical waste must be segregated, properly stored and disposed of accordingly.

12. A register must be maintained for cats and dogs received. The name, address and telephone number of the owner (or keeper), emergency contact details, name, address and telephone number of the cat or dog's usual veterinary surgeon, name of cat or dog, details of any microchip, tattoo number or other identification, description (colour, breed, age and gender), date of arrival and departure, details of vaccination and any special medication, health, welfare or nutritional requirements of the cat or dog must be specified. Dogs subject to contracts under Dangerous Dogs Legislation are not permitted. This register must be available at all times and kept available for a minimum period of twenty-four months.

13. The maximum numbers of cats and/or dogs licensed to be boarded at the licensed premises are governed by the accommodation and must not be exceeded

Page 2 of 5, Licence Conditions 2010 - Boarding Establishments Act (Private Dwelling).doc

14. Cats and dogs boarded must be in good health and free from injury, disease or parasitic infestation as far as can be reasonably determined without veterinary inspection.

15. A fully stocked first aid kit suitable for use humans and a separate one for use on cats and dogs must be available and accessible on the premises for emergency use by a suitably competent person.

16. Any diseased, sick or injured cats and dogs must receive immediate appropriate care and treatment administered by a suitably qualified and competent person as advised by a veterinary surgeon. To prevent unnecessary suffering care and treatment may include euthanasia in a humane and effective manner administered by an authorised person.

17. Cats and dogs must receive appropriate examination, inoculations and treatment (including worming and other parasite control measures) when and where required for the species or individual and as advised by a veterinary surgeon. An accurate record of all dates, times, treatment given and by who administered must be kept. Veterinary advice must be sought and adhered to whenever necessary, appropriate and in case of any doubt.

18. Vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers or veterinary instruction.

19. No cat or dog which is suffering from, or could reasonably be suspected of having come into contact with any other livestock suffering from any infectious or contagious disease, or which is infested with parasites, may be brought onto or kept on the premises.

20. All reasonable or necessary precautions must be taken to prevent infestation or access to the premises or accommodation by rodents, insects (including flies) or other pests. Cats, dogs, visitors and customers must be prevented from having access to or suffering from potential harm or injury (including accidental harm or injury) as a direct or indirect consequence of any preventative precautions (ie poisons or traps).

21. Cats and dogs must be supplied with adequate amounts of food, drink and bedding materials, appropriate to their need that is provided in sufficient and suitable receptacles at suitable and regular intervals. Where appropriate or necessary cats and dogs must be groomed according to their individual needs. All food must be suitable for the species and individuals concerned with regards to quantity, quality and nutritional value. Fresh, wholesome drinking water must be available at all times and changed at least daily.

Page 3 of 5, Licence Conditions 2010 - Boarding Establishments Act (Private Dwelling).doc

22. Cats and dogs must be attended to at regular intervals (including at least every four hours between 8am and 6pm) and must be adequately exercised daily appropriate to the species or individual. A record of observations must be maintained showing cleaning, disinfecting, feeding, exercise routines and accommodation temperatures as well as the health and wellbeing of the cats and dogs. Dogs must wear a collar and tag stating the name and address of the owner and the licensee while in a public place and must remain on a suitable lead and be kept under control.

23. No cat or dog shall be directly imported.

24. Cats and dogs must be transported in suitable containers or effectively and suitably restrained and handed to customers in suitable containers or on a suitable lead and must not be transported in a way which causes or is likely to cause injury or unnecessary suffering to the cat or dog. Sufficient and

suitable food, drink and bedding must be supplied and cats and dogs must receive adequate care and exercise for their species and individuals.

25. No puppy or kitten may be received unweaned or, if weaned, at an age at which it should not have been weaned unless in exceptional circumstances and when accompanied by its mother.

26. All doors and windows must be escape proof and strong enough to resist impact and scratching, be capable of being effectively secured and opened safely. If bars or frames are used at the premises or for any part of the accommodation they must be of suitable gauge to prevent the occupant from escaping or becoming trapped. Metal or other edges must not present a risk of injury.

27. No cat or dog may be received unless the licensee is familiar with the care, safe handling and welfare of the species and has a recognised qualification or suitable experience. Appropriate reference materials must always be readily available for use.

28. The licensee must provide and display proof of suitable insurance for cats and dogs whilst boarded and public liability.

29. Entrances and exits must be clear of obstructions at all times.

30. Suitable fire fighting equipment (including appropriate extinguishers), smoke detectors and alarms must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/Prevention Officer and in consultation with St Albans District Council. Precautions must also be taken to prevent any accumulation that may present a risk of fire or other hazard.

Page 4 of 5, Licence Conditions 2010 - Boarding Establishments Act (Private Dwelling).doc

31. The licensee must be resident at the premises at all times whilst cats or dogs are boarded to exercise supervision, deal with emergencies and care for the cats and dogs.

32. The licensee must at all times be within reasonable distance of the premises and be available to visit and have access at all times to the premises containing the cats and dogs in case of emergency (even where the premises is situated within another premises). A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.

33. Registers, records, receipts and other documentation referred to in these licence conditions and/or legally required must be produced on demand by an authorised person. All computer records must be backed up on a daily basis and kept available at all times.

34. Suitable protective clothing, equipment (including a range of muzzles and cat and/or dog catching devices) and COSHH assessments for all substances used must be provided and used.

35. All electrical installations, heating appliances, lighting and other appliances and equipment must be maintained in a safe condition by a suitably qualified person, be of such construction and located so as not to constitute a risk of fire or other hazard which could endanger the health or well-being of the cats or dogs, visitors or customers. Cats and dogs must be prevented from having access to any potential hazard including cabling and open flame heating devices as a result of chewing, scratching etc. If free standing oil appliances are used they must be installed in an area inaccessible to cats and dogs, visitors and customers. Residual current circuit breakers must be installed as a minimum requirement.

36. The licensee and premises must comply with all relevant current legislation (as amended or modified where applicable) including but not exclusively: Control of Substances Hazardous to Health Regulations (COSHH), Environmental Protection Act 1990, Controlled Waste Regulations 1992, Control of Dogs Order 1992, Dangerous Dogs Act 1991, Welfare of Animals (Transport) Order 1997, Animal Welfare Act 2006.

37. No person other than the licensee is permitted to exercise animals away from the premises and in the event of any animal escaping from the premises, becoming lost while exercising, being injured in any way, being involved in any accident/incident or developing any signs or symptoms of disease/infestation the Animal Warden must immediately be contacted on 01727 819371.

I also found the below from Barking Mad - a franchise for in home boarding that makes interesting reading.

APPLICATION FROM BARKING MAD FOR REDUCTION IN LICENCE FEE FOR HOME BOARDING-(ANIMAL BOARDING ESTABLISHMENTS ACT 1963)

(Contact Deborah Latto Public Protection) (April 2006)

PURPOSE OF REPORT

To consider a request from Barking Mad for a reduction in the Council's fee for Animal Boarding Establishments Licences where the animals are boarded in a home environment.

IMPLICATIONS

Key Policies

All of the Councils Key Policies are relevant.

General Policies

Equal Opportunities

Financial

Currently there is only one home boarding premises licensed within the Borough paying a renewal fee of £160.

RECOMMENDATION

That members:

Endorse the retention of the current fees for the grant and renewal of an Animal Boarding Establishment licence; or Agree a new fee applicable to Home Boarding Establishments.

BACKGROUND

1. The Animal Boarding Establishments Act 1963 requires that any person wishing to keep a boarding establishment for animals must first obtain a licence to do so from the local authority in which the premises used for boarding is located. Any such licence issued lasts for one year.
2. The Animal Boarding Establishments Act 1963 Section 5(1) states 'References in this Act to the keeping of a boarding establishment for animals shall, subject to the following provisions of this section, be construed as references to the carrying on by him at premises of any nature (including a private dwelling) of a business of providing accommodation for other people's animals:

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Provided that:

- (a) A person shall not be deemed to keep a boarding establishment for animals by reason only of his providing accommodation for other people's animals in connection with a business of which the provision of such accommodation is not the main activity; and
- (b) Nothing in this Act shall apply to the keeping of an animal at any premises in pursuance of a requirement imposed under, or having effect by virtue of Animal Health Act 1981.
3. In May 2006 the Council adopted licence conditions for establishments offering Home Boarding (Appendix A)
4. The Act further states that where a licence granted it shall be "on the payment of such fee as may be determined by the local authority". The current fee in Dacorum is £320 for a new grant and renewal fee of £160.

5. Officers have carried out a brief survey of surrounding authorities and the fees they currently charge. The fee charged varies considerably between authorities with Dacorum currently being the dearest of those surveyed. LACORS suggest that local authorities consider offering a discounted licence fee for businesses run on a small scale.

Dacorum - Initial £320 Renewal £160

Watford - Initial £280 Renewal £112.

Welwyn & Hatfield - £212 annual fee

St Albans Kennels - £124 annual fee. Home Boarding £36 annual fee.

Hertsmere - £47 annual fee for domestic . (commercial is £190.00)

Aylesbury Vale - £89 annual fee

6. The Council currently has 7 premises licensed as Animal Boarding Establishments only one of these is a Home Boarding Establishment.

7. Application has been made by Barking Mad for a reduction in the fee charged by the Council.(Appendix B) In support of their request Barking Mad, state "As host families are not running the business they could not be expected, and indeed nor could they afford to pay for a licence, this is covered by Barking Mad.

Fixing the cost of a home boarding licence too high will inevitably deter home boarding across the Dacorum Borough. Increasing our prices to cover the cost of the service would make it prohibitively expensive for the general public, thus forcing dog owners unwilling to use kennels to rely on family and friends who are neither insured nor supported during the pets stay."

8. In Dacorum the current fees are set to cover the costs reasonably incurred this includes the cost of administration and routine monitoring/enforcement of the licensing process. In their request Barking Mad state that "licenses are usually sent out in subsequent years without the necessity to re-inspect." This is not the case in Dacorum all premises are inspected before a licence is renewed.

9. There are two counter-suggestions regarding the scale of fee in respect of Home Boarding Establishments:

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(a) As the number of dogs boarded at a Home Boarding premises is small, the risks at each premise and the time required to carry out an inspection is lower and could therefore attract a lower fee than a larger premises. In order to address this some authorities have adopted a scale of fees based on the number of dogs a premises is licensed to accommodate.

(b) Conversely the administrative costs to issue a Home Boarding licence do not vary greatly from a traditional kennels, Apart from the time taken to carry out an inspection of the premises the other costs involved in carrying out routine monitoring/enforcement of a Home Boarding premises do not vary greatly from a the traditional kennels.

10. The applicant requests that licenses be issued for 12 months from the date of inspection. The legislation states that "Any such licence shall (according to the applicant's requirements) relate to the year in which it is granted or to the next following year. In the former case, the licence shall come into force at the beginning of the day on which it is granted, and in the latter case it shall come into force at the beginning of the next following year. "The effect of this section is that all licenses issued under the Act expire on 31st December of each year and it is not therefore possible in the majority of cases to grant a licence for a period of 12 months from the date of inspection.

11. The applicant has been advised of the time and date of the meeting.

Hazel Corner Dog Hotel
Windmill Road
Markyate
St. Albans, AL3 8LP

17th September 2014

Sally Taylor
Lead Licensing Officer
Dacorum Borough Council
Civic Centre, Marlowes
Hemel Hempstead
Herts, HP1 1HH

Dear Sally,

**Consultation on Revising and Updating the Standard Licence Conditions for Animal Welfare Licenses:
Animal Boarding (Dogs)**

My responses to the Model Licence Conditions and Guidance for Dog Boarding Establishments are attached.

I have owned Hazel Corner Dog Hotel for over twenty years. I have been a main board member of the Pet Care Trust (now The Pet Industry Federation) and for many years a member of their Kennels and Catteries Committee. A new organization (not associated with PIF) has recently been formed, the "Licensed Kennels and Catteries Association", with the aim of better representing our "industry".

I employ four members of staff with additional staff for the peak weekend and holiday periods. I estimate that in my time at Hazel Corner I have paid wages close to one million pounds benefiting the local economy. A few years ago I invested in excess of £200,000 on a new building for guest accommodation with cavity walls, under-floor gas central heating, double glazing and insulated roof.

Why do I mention the above? My feedback should be seen in the context from someone who has significant long term expertise and who maintains the highest standards of animal welfare. My concern, as with all licensed boarding facilities, is the threat to our livelihoods from unlicensed and unregulated "home boarders". These typically are never inspected, do not meet the same standards, and can only offer lower prices by not paying business rates, waste disposal fees, insurance, income tax etc.

If The Model Licence Conditions are to be effective they must be applied universally to any and all animal boarding establishments. A quick search on the Internet, or in local shop window adverts, will soon reveal all the unlicensed operators in any area.

Yours sincerely,


Christine Sandiford

Background

It is my understanding that the Model Licence Conditions are some thirty years old and as such are generally outdated. There have been many advances in veterinary medicine, materials for construction, expected welfare standards and customer service expectations since they were first drafted. There are also many more "operators" with the rapid growth of commercial home boarders and pet sitters.

3. CONSTRUCTION

3.4 (Ceilings)

All ceilings are capable of being cleaned and disinfected so how to interpret the addition of "easily"?

We have a modern purpose built block only five years old with very high ceilings and plenty of natural light. A much greater distance than normal from typical dust and dirt areas so it stays much cleaner but as a result is not so "easy" to reach.

4. NUMBERS OF ANIMALS

4.12. (Sharing)

Why should an owner of more than one dog have to provide "*the written consent of the dogs' owner*" for their dogs to share a kennel? This is at best an administrative burden for all involved and at worst a PR disaster for kennel owners whose clients naturally expect this. Customers will ask "why" and wonder at the motive. Many customers just prior to setting off on holiday are short on time and would strongly object to such an unnecessary admin burden.

4.2.2 (Bedding)

To specify that "*suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitized*" is logical but makes no provision for the use of disposable bedding which is even more efficient in this respect. We purchase and use shredded tissue paper that is specifically designed for animal bedding but which can be easily disposed of when soiled and is biodegradable.

Notes on Page 9 (Identification)

For Identification and Control of Dogs on Site it should be noted that animal boarding facilities are not "*a public area*". Entrance in to the animal boarding area is by invitation only to existing or prospective customers. It is not a safe practice to "*have the collar and tag secured immediately outside the kennel.*" Many operators / staff would interpret this as best achieved by looping the collar through the wire mesh and this could result in dogs feet / legs being caught or trapped with a high risk of injury. This applies also "*in the case of sharing*"

Best practice from experience is to ensure that each room has the capability to display clearly the dogs name and breed for identification purposes on site. Removing and fitting collars on site poses a hazard to staff as dogs typically get very excitable when shown their collar. If for safety reasons they need to be taken off this should be done by the owner in the reception area.

(Note: We would not have the owners name on display in the kennels for confidentiality and security reasons. This would flag when owners are away and their homes are empty.)

Notes on Page 10 (Communal Areas)

Discouraging communal areas and stating that *"the extra provision of a communal area need not be provided"* is a backward step. Most dogs respond well to a larger area to play and romp in especially if they are longer term boarders. Additionally many dogs prefer to exercise or urinate / defecate on grass. There is little risk of spreading disease if high standards of cleanliness are maintained.

5. MANAGEMENT

5.2.2 and Notes Pages 11 / 12 (Temperature)

It is not possible to maintain a temperature of *"at least 10 °C"* at all times. During the day with "pop holes" and doors open whilst cleaning the external and internal temperature can be below this level. Many dogs will not notice whilst they are running around. Indeed certain breeds especially of the husky variety welcome cooler conditions. I would agree however that there should be a minimum temperature established overnight when dogs are less active, should be sleeping, and the kennel block is closed.

It is accurate to state that *"summer temperatures will naturally exceed 26 °C"* and here there should be a stipulation that additional forced ventilation should be provided. We use large portable fans.

Notes Page 13 (Bedding)

This is outdated in its reference to baskets and bedding. However there is no logical reason why owners own bedding *"should be discouraged"* and indeed quite the reverse. Most dogs will settle better into a new or different environment with something familiar from home. This is especially true of smaller breeds and older dogs. The kennel operator does have *"control over cleanliness and parasites"* as items can always be cleaned or in extreme cases discarded. Gaining prior permission from the owner should this be needed is also straight forward with good customer relations.

Notes Page 13 (Food)

Most complete / dry foods can be left down for a period before needing to be discarded. However what is defined as *"excessive"* as this is very subjective and open to wide interpretation. Some dogs are "grazers" and used to having food available at all times as they would at home.

"Disposable eating dishes, although expensive are recommended" is ridiculous in the extreme. The materials must be flimsy and probably not bio-degradable. Most dogs would chew, damage or eat such items with a serious risk of stomach disorders. Dishes that can be readily cleaned with the use of very hot water (such as stainless steel) are more hygienic, safe and economical in the longer term.

5.6.2 (Vaccinations)

To state in general terms that *"the course of vaccination must have been completed at least four weeks before the first date of boarding"* is outdated. Most vaccinations are annual boosters where dogs already have existing protection. There is a constant technical debate about older dogs only needing to be vaccinated every two years due to the immunity build up they have.

Notes on Page 14 (Kennel Cough)

It should be MANDATORY that the kennel cough vaccination is done four weeks in advance. Reading the manufacturers technical guidance and Material Safety Data Sheets will highlight why this is required for both operator / staff and animal welfare reasons.

The issue is not one of *"giving solid protection after only 5 days"* but dogs transmitting the infection when in close proximity to other dogs – whether in the park or in a boarding establishment. The KC vaccine is a "live" one and as such can be shed by the dog that has been vaccinated and can infect other dogs that are not vaccinated. Since we introduced a strict minimum four week policy from KC vaccination prior to boarding we have had virtually no cases of kennel cough.

We encourage customers to have their dogs vaccinated against kennel cough but we do not make it mandatory. Whilst it should be encouraged it should not be mandated as some dogs may be allergic or not be able to have the vaccine for other health reasons.

It should be further noted that there are at least five vaccines available from different manufacturers. There is a risk of "cross contamination" and not all are effective against all strains of canine influenza (which is the same as with human vaccines for flu). There is also a risk to operators or staff that may be pregnant from the shedding of the live vaccine. This is a key HS&E reason why dogs just recently vaccinated should not be admitted to boarding establishments.

Notes on Page 14 (Disease Control)

This was written back in the days when Hardpad was a major concern and there was probably not a vaccination for Parvovirus. Today the key controls should be high standards of cleanliness / hygiene and the availability of isolation units for immediate segregation from other boarders. However after this first action a veterinary physician must be called to give expert opinion on the dogs condition. If an infectious disease is confirmed the dog should be moved to a veterinary hospital for expert care.

Notes on Page 14 (Parasites)

Operators and staff cannot be expected to treat dogs with an insecticide. Whilst bathing in a flea shampoo is often possible any other parasitic invasion requires a veterinary examination and expert advice. Some dogs can have adverse skin reactions to "spot on" and ingestible treatments. There are many different types and operators and staff will have no knowledge as to what has already been used. All the proprietary treatments can be purchased over the Internet and administered by the dogs owners. There is a serious risk of overdosing without detailed information on previous treatments.

5.6.4 (First Aid)

Having staff trained in animal first aid should be recommended as spotting the early signs of any illness or injury is the most critical factor. However what is a *"well stocked first aid kit suitable for use on dogs"*? Minor cuts can be dealt with by a normal first aid kit if the dog is placid and anything else requires a veterinary examination.

5.6.5 (Muzzles and Catching Device)

If a dog is dangerous enough to require a muzzle for health and safety reasons staff cannot be expected to fit one. We used to have a dog catching device but in over twenty years have never needed one.

Notes on Page 15 (Death)

In such cases the owners veterinary surgeon is always informed and arrangements made for the dog to be collected or taken to the surgery. Whilst we may give our opinion when informing the owner or their contact we would always wish for their vet to give independent expert opinion on the cause of death. The owner can then also request a post mortem examination for verification should they so wish. It is a sensitive time for all involved. However we have never notified the licensing officer. We would assume if there were any general animal welfare concerns the vet as the subject matter expert would notify the applicable authorities.

Notes on Page 15 (Veterinary Surgeon)

We display the name and telephone number but not the address. It should be noted that most veterinary surgeons rely upon veterinary hospitals some distance from their own facilities for emergencies outside normal hours.

5.8.1 (Register)

Typically owners do not know the dogs microchip number and never have it readily to hand when registering a dog for boarding for the first time. Whilst we always request details for a contact person the advent of the mobile phone means that most owners give this as a contact number.

5.10.1 (Supervision)

With new EU working time directives this is no longer practicable. In the evenings when the kennel buildings are closed this should not be mandated. What denotes a "*fit and proper person*" and what experience or qualifications should they have?

The key concern is any outbreak of fire after the buildings are closed and fire alarms and CCTV are key management tools in this respect.

Notes Page 16 (Fire Precautions)

It is outdated to think that the police and fire authorities want plans and details of the buildings. As long as the premises have been inspected by the local fire brigade that should suffice. It should be further noted that such inspections are now no longer routine and have to be specifically requested.

6. DOG SITTING SERVICES

Home Boarders / Dog Sitting Services are today the MAJORITY of the market and are unregulated, unlicensed and are not inspected. They have grown rapidly by offering low prices and the appeal of the dog sitting on an armchair in the comfort of another home. This is the vision sold.

The reality is very different of course. Vaccinations are not checked, temperament is not assessed, dogs come freely in large numbers in confined spaces, fights regularly break out, cleaning standards are poor, infection and disease can be readily spread, expertise on animal boarding, husbandry and welfare is limited to say the least. Some dogs are confined to cages or left in garden sheds for hours on end. There is no one in attendance when the dogs are left alone when the "operator" goes shopping or to collect their children from school.

Nothing illustrates this unregulated sector of the "industry" better than a recent episode of the ITV program "Paul O'Grady For the Love of Dogs" where a dog was reunited with its owners after two years. They had booked a home boarder and paid by phone, the dog had been collected by van, and when they returned from holiday no response from the original phone number. They had no address so had simply lost contact and lost their dog.

My understanding is that the latest animal welfare regulations require a duty of care from dog owners. This would require them to inspect the premises, and welfare standards, of anyone who looks after their dog in their absence. It is standard practice for licensed boarding facilities to willingly undertake "guided tours" for prospective new customers but this is rarely the case with home boarders.

Home boarders do not pay business rates or animal waste disposal fees to local authorities. In the majority of cases they do not have planning permission to operate a business from home nor do they declare their income for tax purposes. They do not inform their house insurers so are in effect operating on an uninsured basis. Whilst franchise operators may declare their approved homes are "police vetted" (?) the reality is the majority of such operations exist outside any governance whatsoever.

Licensed kennel operators are not afraid of competition provided it is a fair, just and level playing field for all.

Christine Sandiford, Proprietor
Hazel Corner Dog Hotel
17th September 2014

Dacorum Borough Council**Standard conditions applying to Cat boarding establishment licences**

(derived from the Chartered Institute of Environmental Health's model conditions published November 2013)

General conditions

Condition	Explanatory notes
1. Licence Display	
1.1. The licence or a copy of the licence must be suitably displayed to the public in a prominent position at the premises.	<i>For security reasons, the licence will not show the licence holder's home address.</i>
2. Accommodation	
2.1. The cattery must be built in compliance with good building practice, structurally sound with a damp proof membrane, and constructed of robust, safe, durable and chemical free materials, and maintained in good decorative order and repair. 2.2. There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat, and any timber, if used, must be of good quality, well maintained and any scratched areas sealed or over clad. 2.3. Windows must be escape proof at all times, and doors must have secure latches or other closing devices. All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape proof structure. 2.4. Storage areas must be dry and free from vermin. 2.5. Electrical equipment must be installed in line with current legislation and maintained to a safe condition.	<i>The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.</i>
2.6. There should be effective drainage to ensure there is no standing water in the cattery; there should be no pooling of liquids, and waste water must not run off into adjacent pens. Any drain covers must be so designed and located to prevent toes/claws being caught.	<i>Drainage must be effective to ensure there is no standing water in the cattery, as this can be a reservoir for infectious agents.</i>
2.7. There must be an enclosed safety corridor/entrance lobby at the exit of each cat unit with an escape proof, lockable scratch and impact resistant door to minimise risk of escape. The area must be sufficiently lit, and provide solid doors or sneeze barriers between facing units.. The safety corridor must not be used as an exercise area.	<i>An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.</i>
2.8. There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.	<i>Roofing provides protection from the weather and prevents escape of cats. In a timber construction it is strongly recommended that the run should also be roofed with wire mesh, as an added precaution against escape. The mesh should extend over the top of the run under the roof and be attached firmly to the framework.</i>
2.9. Cats from different households must not share cat units.	

Condition	Explanatory notes
2.10. There must be adequate lighting in the cat unit.	<i>Lighting enables adequate observation of the animals and for cleaning and working in the cattery.</i>
2.11. Ventilation and humidity: Ventilation must be appropriate all year round (avoiding cold draughts in winter and cool in hot weather), and localised draughts in the sleeping accommodation must be avoided.	<i>Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia.</i>
2.12. All interior surfaces to which cats have access must be durable, smooth and impervious, non-slip, easy to clean and disinfect, and maintained in good decorative order and repair.	<i>For disease prevention units must be easy to clean and disinfect.</i>
2.13. Each unit must clearly display relevant information about the cat within that unit, and have a securable, full height door for easy access, and be designed to enable safe and easy cleaning of all parts.	<i>Each unit needs to be easily accessible and provide a means of identification for each cat.</i>
2.14. Litter trays that are impermeable and easy to clean and disinfect, or disposable litter trays, and safe and absorbent litter material, must be provided at all times. Trays must be regularly and appropriately cleaned. 2.15. There must be 60cm separation between the litter tray, resting place and feeding area, to enable cats to sit rest and eat away from areas where they urinate and defecate.	<i>Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste. The tray should be large enough (average size is 30 x 42 cm (12" x 16")) to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material.</i>
2.16. For full height walk in sleeping accommodation, the following minimum areas and dimensions must be achieved: One cat: minimum area of 0.85 m ² and height of 1.8m Up to two cats: minimum area of 1.5 m ² and height of 1.8m Up to four cats: minimum area of 1.9 m ² and height of 1.8m 2.17. For penthouse sleeping accommodation, the following minimum areas and dimensions must be achieved: One cat: minimum area of 0.85 m ² and height of 1m Up to two cats: minimum area of 1.1 m ² and height of 1m Up to four cats: minimum area of 1.7 m ² and height of 1m	<i>Cats need separate sleeping accommodation which in most cases (except some indoor catteries) must be separate from the run and provide somewhere for the cat to hide away. The sleeping accommodation must be large enough to allow cats to move and lie comfortably and provide enough space to spread resources.</i>
2.18. The ambient temperature in the cat sleeping accommodation must be monitored, and kept above an absolute minimum of 10°C, with the provision of removable heat pads or bedding to provide a temperature of 15° 2.19. Heaters must be installed and maintained in a safe condition, and sited so as not to present a risk of burning or	<i>Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed</i>

Condition	Explanatory notes
<p>electrocution to cats or humans, or a risk of fire, and open flame appliances must not be used.</p> <p>2.20. There must be a policy in place for dealing with high temperatures and keeping cats cool.</p>	<p><i>at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.</i></p>
<p>2.21. The sleeping accommodation must be clean, draught free and contain bedding materials which are easy to clean and disinfect, or are disposable.</p>	<p><i>Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm cats can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.</i></p>
<p>2.22. A cat must have access between the sleeping accommodation and run (eg a cat flap).</p>	<p><i>A cat flap allows free access to the run while maintaining indoor temperature. It can be locked if necessary.</i></p>
<p>2.23. In case of Fire or other emergencies, the proprietor must hold a written emergency plan (agreed by the local authority) which must be on display and known to staff, and a contingency plan should the premises be destroyed or uninhabitable.</p> <p>2.24. Premises and activities must be risk assessed (including fire). Risk assessments must be recorded and relayed to and understood by all staff.</p> <p>2.25. Fire fighting equipment must be provided, correctly maintained in good working order (with evidence of maintenance checking), and easily accessible. Fire exits must be clearly marked and access left unrestricted. The premises must comply with current legislation with regards to electricity and gas (if connected).</p>	<p><i>Appropriate steps need to be taken for the protection of the animals in case of fire and other emergencies. This should include instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets. Fire and electrical safety certificates should be available for inspection.</i></p>
<p>3. Exercise Facilities</p>	
<p>3.1. The exercise run must be roofed, large enough to allow cats to play and exercise with a raised shelf area large enough for a cat to lie on. The run must have a smooth, impervious and easily cleanable floor and scratchproof surfaces.</p> <p>3.2. Communal exercise areas must not be used.</p>	<p><i>The exercise run must be large enough to allow cats to play/exercise. Shelves or raised areas are important to allow cats to rest high up. Shelving must be able to be kept clean, be large enough for cats to lie on (usually between 0.75 and 1.5 m above the ground) and accessible.</i></p>
<p>4. Register requirements</p>	
<p>4.1. A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested.</p> <p>The following information should be recorded:</p> <ul style="list-style-type: none"> • Date of arrival and departure. • Name, sex, description of cat and microchip number. • Number of cats sharing from same household. • Name, address, phone number and email of owner (including emergency contact details). • Name, address, email and phone number of emergency local 	<p><i>A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months.</i></p> <p><i>It is also useful to know if cats are insured, should problems occur.</i></p>

Condition	Explanatory notes
<ul style="list-style-type: none"> • contact (who is able to take the cat if necessary) • Cat's veterinary surgeon and relevant medical history. (Any medical treatment must be recorded and visible to prevent mis-dosing) • Cat's diet and relevant requirements. • Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area). • Record of vaccination. • Record of weight of cats boarded for longer than 2 weeks (to be weighed on a fortnightly basis). Older cats and kittens to be weighed weekly. 	
5. Food and Drink	
<ul style="list-style-type: none"> 5.1. Clean fresh food and water should be available at all times, and must be provided in clean, non-porous or disposable containers 5.2. Water must be changed daily or more regularly if it is visibly soiled. 5.3. Food and water must be offered in separate bowls and both must be positioned well away from the litter tray. 5.4. One feeding bowl must be provided per cat, and adequate water bowls must be provided for multi-cat units. 5.5. Food intake must be monitored daily and any problems recorded. 	<p><i>Fresh clean water and a suitable diet are basic nutritional requirements for physical health. Water is essential for all cats. It is especially important for those fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance.</i></p> <p><i>Wide water bowls allow cats to drink without bending their whiskers. Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats require a well-balanced, meat-based diet to stay fit and healthy. Ideally cats should be fed several small meals per day. Kittens, or cats with additional needs, will need more frequent feeding.</i></p> <p><i>The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk. Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.</i></p>
6. Health	
<ul style="list-style-type: none"> 6.1. All cats must be weighed upon entry and exit from the cattery, observed regularly throughout the day for signs of illness/injury, and visited by the proprietor or responsible person at regular intervals (of no more than 4 hours apart during the working day) or as necessary. 6.2. Any signs of ill health or unusual behaviour must be recorded and advice promptly sought if required. 6.3. Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate. 6.4. Drinking and eating habits must be monitored and any problem investigated 	<p><i>In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery. It is recommended that a late-night round be carried out to check on all cats, heating etc.</i></p> <p><i>The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is</i></p>

Condition	Explanatory notes
	<p><i>especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management. It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.</i></p>
<p>6.5. An up-to-date veterinary health record showing current vaccinations against feline parvovirus, (feline infectious enteritis) (FIE) and against feline respiratory viruses (feline herpes virus and feline calicivirus) must be inspected upon entry to the boarding establishment.</p> <p>6.6. Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection, and records of dates of flea and worm treatment undertaken by the owner prior to entry should be kept.</p> <p>6.7. Homoeopathic vaccination shall not be acceptable.</p>	<p><i>There must be a policy for cats being boarded to have vaccinations against appropriate diseases (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).</i></p> <p><i>If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.</i></p>
<p>6.8. A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.</p> <p>6.9. When a cat is suspected of being ill or injured a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.</p> <p>6.10. Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.</p>	<p><i>Access to veterinary care is vital for the cat, should it be required. If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.</i></p>
<p>7. Hygiene and Disease Control</p>	
<p>7.1. Suitable non-toxic cleaning products must be used in line with the manufacturers recommended guidelines for use, which are effective against the pathogens, (especially feline parvovirus (FIE) and ringworm) for which the cats are at risk and under the conditions present in the environment in which they are used.</p> <p>7.2. There must be cleaning and disinfecting routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment specifically used within that unit is cleaned and disinfected effectively before a new cat comes in.</p> <p>7.3. Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.</p> <p>7.4. Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.</p> <p>7.5. Drinking vessels must be changed/cleaned and disinfected at</p>	<p><i>Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.</i></p>

Condition	Explanatory notes
<p>least once a day.</p> <p>7.6. Grooming equipment, toys and scratch posts must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.</p> <p>7.7. Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.</p>	
<p>7.8. Standard operating procedures must be in place and followed to prevent spread of disease, and staff trained in these procedures.</p> <p>7.9. Protective garments must be changed and laundered with an appropriate disinfectant/disposed of immediately after handling a cat with a suspected infectious disease.</p> <p>7.10. Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.</p> <p>7.11. When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.</p> <p>7.12. Cats must remain in their assigned unit and not be moved to other units or to a holding unit for cleaning purposes, except for moving to an isolation facility.</p>	<p><i>Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical.</i></p> <p><i>The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.</i></p> <p><i>As outlined elsewhere, construction materials and equipment need to be easy to clean and disinfect</i></p> <p><i>No cats should be allowed in the safety corridor or to share an exercise area (unless they come from the same household).</i></p> <p><i>Infectious agents are spread in various ways –</i></p> <ul style="list-style-type: none"> <i>– Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should be impossible in the boarding situation.</i> <i>– Cat flu viruses such as feline herpesvirus [FHV], feline calicivirus [FCV], and other respiratory pathogens such as Bordetella bronchiseptica, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.</i> <p><i>Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.</i></p> <p><i>The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and Campylobacter etc.</i></p> <p><i>Ringworm spores can remain infectious in the environment for prolonged periods of time.</i></p> <p><i>Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk</i></p>

Condition	Explanatory notes
	<p><i>of disease spread.</i> <i>The movement of people through the cattery should be minimised and supervised.</i> <i>Rescue cats should be handled last.</i></p>
8. Isolation Facilities	
<p>8.1. The isolation area must be self contained with appropriate separate cleaning supplies, clothing feeding and water bowls, litter trays, litter and a dedicated cat basket, to deal with the isolation of suspected infected cats.</p> <p>8.2. Sanitation protocols must be adhered to, including the washing/disinfection of hands between handling cats, to avoid the transmission of disease.</p> <p>8.3. Any isolated cats must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.</p> <p>8.4. A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.</p> <p>8.5. In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.</p>	<p><i>All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats.</i> <i>In many establishments the cat is taken straight to the vet (boarding establishments are advised to check with the vet whether this service is available). If not, isolation protocols must be observed.</i></p>
9. Behaviour	
<p>9.1. The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary. Cats must be able to access different levels within the unit and be given the opportunity for play and exercise.</p>	<p><i>Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.</i></p> <p><i>Physical and mental health can affect cat behaviour. Cats are intelligent active creatures but changes can upset them, as can being off their own territory.</i> <i>Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease.</i> <i>Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen.</i></p>
<p>9.2. A hiding place must be provided for cats in the sleeping accommodation</p>	<p><i>Hiding is a behaviour that cats use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations.</i> <i>Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard</i></p>

Condition	Explanatory notes
	<i>box, an igloo-type bed or other structure within the unit)</i>
<p>9.3. Any toys provided must be safe and be disinfected between use in the establishment, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.</p>	<p><i>Encouraging cats to play can be a good way of keeping them active. Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey. Environmental enrichment such as changing toys regularly, can reduce boredom.</i></p>
<p>9.4. Cats must be provided with suitable facilities for scratching that are able to be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.</p>	<p><i>Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched.</i></p>
<p>9.5. Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.</p>	<p><i>Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs. The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.</i></p>
<p>9.6. A Standard Operating Procedure must be in place explaining how to ensure the health and welfare of long-term stay cats.</p>	<p><i>Occasionally cats stay in a boarding establishment for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff)</i></p>
10. Company	
<p>10.1. Cats from different households must not share a unit, nor exercise runs or an exercise area either at the same time or sequentially.</p>	<p><i>(Note: Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided and the presence of other cats can be very stressful especially if cats with whom they are not familiar or do not like cannot be avoided. Housing cats at high densities increases the potential for them to be stressed.. Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent</i></p>

Condition	Explanatory notes
<p>10.2. Cats must be always be handled humanely and appropriately to suit the requirements of the individual cat.</p>	<p><i>barriers between units).</i></p> <p><i>Most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact. Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this. A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish. Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort.</i></p>
<p>10.3. For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').</p> <p>10.4. There must be multiples of all resources (food and water bowls, litter trays, sleeping areas (warmed if required), beds and hiding places depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.</p> <p>10.5. Separate feeding bowls (not double feeders) and several sources of water must be provided for each cat if multiple cats are housed.</p>	<p><i>Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.</i></p>
<p>11. Transportation of animals</p>	
<p>11.1. Any transport legislation must be complied with.</p> <p>11.2. Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit</p> <p>11.3. All vehicles and equipment must be kept clean and disinfected after each collection or delivery. Cats must not be left in vehicles except for transportation.</p>	<p><i>Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.</i></p>
<p>12. New Build</p>	
<p>12.1. For new builds, or replacing or adding to parts of an existing establishment, new build guidelines provided by the Chartered Institute of Environmental Health should be followed.</p>	

Dacorum Borough Council**Standard conditions applying to Dog Breeding Establishment licences**

(derived from the Chartered Institute of Environmental Health's model conditions published January 2014)

General conditions

Condition	Explanatory notes
1. Licence Display	
1.1. The licence or a copy of the licence must be suitably displayed to the public in a prominent position at the premises.	<i>For security reasons, the licence will not show the licence holder's home address.</i>
2. Accommodation	
2.1 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness; Breeding and Sale of Dogs Act 1973 S.1(4)(a) 2.2 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable dry, draught-free, clean and quiet place to rest.	<i>Local authorities may wish to refer to Council of Europe guidelines and the Kennel Club Assured Breeder Scheme which provide useful guidelines for minimum kennel sizes. These sizes are not prescriptive. The assessors own expertise, opinion and common sense will be applied, and consideration given to the daily routine in place, the breed, and temperament and activity levels of the animals kept.</i>
2.3 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.	<i>Bitches with litters should be provided with further space.</i>
2.4 Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.	<i>In new constructions, wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. Existing buildings may be more expensive to adapt and less efficient to operate than new build kennels. Proposed building works may require approval from the building control department and/or planning department. Where wood has been used in an existing construction it must be smooth and treated to render it impervious. The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching or chewing by dogs. Worn and splintered material is difficult to clean, harbours bacteria, viruses and so on, and allows the splinters to penetrate the animal's skin.</i>
2.5 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected.	<i>All exterior wood should be properly treated against wood rot, e.g. tanalised. Only non-toxic products</i>

Condition	Explanatory notes
<p>Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury. Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.</p>	<p><i>should be used. The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings should be kept in good, clean, safe condition.</i></p>
<p>2.6. The construction must be such that the security of the dog is ensured. Fencing material must be safe and secure.</p>	<p><i>Where galvanised welded mesh is used for fencing and cages or kennels, the wire diameter should not be less than 2mm (14 standard wire gauge) excluding any covering and the mesh size should not exceed 5cm (2in).</i></p>
<p>2.7. Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.</p>	<p><i>Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary. Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints should be sealed. It is suggested that partition walls between kennels and individual exercise areas should be of solid construction and of sufficient height to prevent direct nose-to-nose contact between dogs. Partition construction may be solid from floor to ceiling, but this should not be to the detriment of other welfare considerations such as the dog's outlook, lighting, ventilation. Suitable materials for the construction of partition walls include properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP) and pre-formed plastic surfaced board. Constructing a solid partition provides a physical barrier to infection.</i></p>
<p>2.8 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.</p>	<p><i>It is recommended that new kennels should incorporate a damp proof membrane. All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.</i></p>
<p>2.9 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.</p>	<p><i>In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel. Communal exercise areas should also be suitably drained to prevent</i></p>

Condition	Explanatory notes
	<i>pooling of liquids.</i>
2.10 Ceilings must be capable of being cleaned and disinfected.	
2.11 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.	<i>Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped. Where metal edging is used, this should not present a risk of injury to the dog. Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility. When designing kennel doors, regard should be had to the health and safety of the person working in the kennel, for example, large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. A door which opens inwards may also reduce the possibility of escape.</i>
2.11. Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.	<i>When windows are so situated that they could pose a security risk, it is recommended that welded mesh or reinforced glass, polycarbonate or other impactresistant material is used.</i>
2.12. The establishment must be connected to mains drainage or an approved sewerage disposal system.	<i>Drainage channels should be provided near to the kennel edge so that urine cannot pass over walk areas in corridors and communal access areas. A separate drainage channel may be needed in the exercise area. Advice concerning waste water outlets should be sought from the Environment Agency and/or, the local authority.</i>
2.13. During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.	<i>Where practicable this should be natural light.</i>
2.14. Lighting must be of sufficient standard to enable efficient working both during and after daylight hours. Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.	<i>It is recommended that breeding establishments should have a low level night light for use after daylight hours.</i>
2.15. Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.	<i>A balance should be struck between providing adequate ventilation while avoiding unnecessary loss of heat. Checks need to be made during the day and night to allow for temperature fluctuations. Ventilation is important in disease control. It provides protection against accumulation of odour and prevents excessive humidity. High humidity increases the spicing of infectious</i>

Condition	Explanatory notes
<p>2.16. Kennels must be divided into sleeping and activity areas. Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.</p>	<p><i>bronchitis ('Kennel Cough').</i></p> <p><i>Special consideration should be given to whelping bitches and bitches in season. Kennels should cater for the maximum number of puppies having regard to the size of the breed and litter size. When constructing kennels, an appropriate design and correct materials should be used to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and risk of nuisance to persons in the vicinity of the site. (All parts of the kennel should be easily accessible to undertake thorough cleaning by staff.</i></p>

Condition	Explanatory Notes
<p>2.17. Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog. Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises. Exercise areas must not be used as sleeping areas Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc. In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run. The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.</p>	<p><i>Depending upon the breed, consideration should be given to covering the whole of the runs.</i></p>
<p>2.18. The bed must have clean bedding and be large enough for each dog to lie flat on their side. Beds must be suitable to allow dogs to be comfortable, ie of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept. Bedding must be capable of being easily cleaned and disinfected.</p>	<p><i>All bedding material in use should be clean, nonirritant, parasite free and dry. Chewing or destruction of bedding should not result in restricted access, rather alternative materials should be tried.</i></p>
<p>2.19. The maximum number of dogs to be kept at any one time is to be determined by the Local Authority. The number of dogs permitted must relate to the number and size of the kennels or space available and should be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept must take into account the maximum likely litter size as well as the effectiveness of site management.</p>	<p><i>This figure should include any dogs kept on the breeders' premises which are not being used for breeding and must not be exceeded.</i></p>
<p>2.20. Heating facilities must be available in the kennel and used according to the requirements of the individual dog.</p>	<p><i>There should be some part of the sleeping area where the dog is able to enjoy a temperature of between 10°C -26°C. Temperature should be relevant to the type and breed of dog. If necessary, heating and/or automatic cooling/ventilation should be used to achieve this. The materials used on the kennel exterior should offer adequate protection against temperature variations throughout the year. The difficulty of maintaining the ideal temperature is acknowledged; however, these are realistic temperatures and should not be exceeded in normal circumstances.</i></p>

<p>2.21 Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer's instructions must be followed. Open flame appliances must not be used.</p>	<p><i>There should be the ability to record temperatures at dog level. There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature, then artificial means of counteracting this high temperature should be introduced. Where temperatures fall below the recommended level, the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required. Failure to give adequate attention to construction and insulation may cause dogs to suffer and increase running costs. Geographical orientation will affect temperature, e.g. north facing openings make it difficult to maintain adequate heating levels. Correct orientation of the kennel will allow maximum use of natural light.</i></p>
<p>2.22. All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained. An agreed SOP (Standard Operating Procedure) must be followed. Each occupied kennel must be cleaned daily at a minimum.</p>	<p><i>Regular disinfection should be demonstrated by keeping records of disinfecting regimes</i></p>
<p>2.23. All excreta and soiled material must be removed from all areas used by the dogs as necessary. All sleeping areas and bedding must be kept clean and dry. Facilities must be provided for the proper reception, storage and disposal of waste.</p>	<p><i>Advice should be sought from the Environment Agency or local authority concerning removal of waste such as dog faeces, soiled material and infectious material.</i></p>
<p>2.24. Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.</p>	<p><i>Such pests should be adequately dealt with without delay to eradicate the infestation.</i></p>
<p>2.25. Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority.</p>	<p><i>There is a range of cleaning regimes. The regime, for which all establishments should have an (Standard Operating Procedure,) should include:</i></p> <ol style="list-style-type: none"> <i>1. Removal of solids</i> <i>2. Washing</i> <i>3. Disinfection</i> <i>4. Drying</i> <p><i>The physical collection of faeces is usual (poop scoop or shovel and bucket). The use of detergent and water will 'wash down'. Pressure hoses or steam cleaning will wash down more effectively. Bacteria, viruses, fungi need to be controlled by the sanitising process. Because disinfectant is washed away</i></p>

	<p><i>after a short period of time, the long term activity of chemicals used to control viruses, bacteria and fungi should be considered.</i></p> <p><i>Great care should be taken when using any chemicals. Chemicals and materials should be used and stored correctly.</i></p> <p><i>Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily provide the best system. Professional advice should be sought for the most effective method.</i></p> <p><i>DEFRA produce an approved disinfectant list for statutory use on disease control.</i></p> <p><i>Staff working from kennel to kennel further increase the risk of spreading disease. Staff should be trained in good kennel hygiene. Complete disinfection of kennel and equipment should be carried out between occupancies.</i></p>
<p>2.26. There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.</p>	<p><i>Bitches should be moved to their whelping accommodation 60 days after mating or sooner if signs of imminent whelping are shown.</i></p>
<p>2.27. Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight and the whelping bed must be raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.</p>	<p><i>Where a bitch is whelped in a domestic environment it is acceptable for a temporary disposable covering to be used. Varnishing wood will make it impervious.</i></p>
<p>2.28. The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.</p>	<p><i>There should be an area maintained between 26-28 degrees Celsius. This can be achieved with a local heat source such as a heat lamp.</i></p> <p><i>Puppies under four weeks of age should be kept at a temperature between 26°C (79°F) to 28°C (82°F) with provision for the bitch to move to a cooler area.</i></p>
<p>2.29. Bitches must be adequately supervised during whelping and records kept of:</p> <ul style="list-style-type: none"> • time of birth of each puppy • puppies' sex, colour and weight • placentae passed • any other significant events. <p>Bitches must be allowed a minimum of four periods a day for</p>	<p><i>Consideration should be given to separating bitches in season and they should not be kept with entire male dogs.</i></p>

<p>toileting and exercise away from their puppies.</p>	
<p>3. Management</p>	
<p>3.1. Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.</p>	
<p>3.2. A fit and proper person must always be present to exercise supervision and deal with emergencies.</p>	<p><i>Any person with responsibility for supervision should be over the age of 16.</i></p> <p><i>Where staff are employed, ideally a written training policy should be provided. Training of staff, whether permanent or temporary, should be demonstrated (via appropriate training records) to have been carried out on all aspects of the care of all ages of dogs and updated regularly. Staff should be adequately trained in the work they are expected to carry out. For example, in handling dogs safely and in procedures to be followed in the event of an emergency.</i></p> <p><i>The following are regarded as essential topics to be covered in the training programme relating to the care of dogs: Animal Health and Welfare; Cleanliness and Hygiene; Feeding and Food Preparation; Disease Prevention and Control; Recognition of Sick Animals; Dog Handling; Health and Safety; Emergency Procedures, Normal Whelping and Responsible Breeding. There are a variety of animal care courses available and staff should be encouraged to attend Relevant NVQs attained at Level 2 or the equivalent should enable staff to gain a minimum level of competency.</i></p>
<p>3.3. Numbers of staff must be appropriate for the breed/type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.</p>	<p><i>Staff numbers should be of concern when there is evidence that the standards maintained or the condition and behaviour of the animals is being compromised, or where an unrealistic routine is in place.</i></p>
<p>3.4. Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document.</p>	<p><i>Establishing the number of staff required will require an assessment of the conditions at the establishment. As a guideline, it may be considered that a full time attendant may care for up to 20 dogs. In domestic environments, it is advisable for other members of the household, or dog sitters to be provided with guidance notes in regard to general day to day care – feeding, grooming, cleaning, exercise and compatibility issues– especially</i></p>

	<i>where several dogs, or breeds of dogs, are involved.</i>
3.5. Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.	<i>These checks should be more frequent when bitches are imminently due to whelp, whelping and puppies that are not yet weaned</i>
3.6. Dogs must be provided with environmental enrichment and the ability to have some control over their environment.	<i>Toy and activity feeders that are changed regularly are ideal enrichment. There should be more toys or feeders than there are dogs in the kennel. The use of raised beds and the ability to move out of other dogs sight should be provided.</i>
3.7. Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be kept permanently confined. Arrangements must be made for the dogs to be exercised at least twice a day.	<i>Exercise may also be provided by walking. Where dogs are exercised off the premises, reference should be made to the Clean Neighbourhoods Environment Act (2005) and the Control of Dogs Order 1992 The name, address and telephone number (including the emergency number) of the establishments veterinary practice should be displayed prominently preferably by the telephone.</i>
3.8. Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour	<i>An SOP for the socialisation and habituation of puppies from birth to the point of sale should be used.</i>
3.9. All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.	<i>The dog's weight should be monitored and recorded quarterly and diets adjusted where necessary, unless otherwise advised by a veterinary surgeon or a significant change in the dog's weight/body condition is noticed.</i>
3.10. Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent crosscontamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.	<i>If necessary, the veterinary surgeon should be consulted to advise. Special dietary considerations should be given to young and old dogs and to whelping and nursing bitches. Nutrition is particularly important during pregnancy and lactation and consideration should be given to the varying nutritional requirements of individual dogs. Body condition score should be monitored and feeding adjusted appropriately.</i>
3.11. Dogs must be fed sufficiently well to maintain health.	<i>Inspectors should observe the general condition of the dogs and check on the quantity of food in store and the process of preparation.</i>
3.12. Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies. Puppies at weaning must initially be offered food five times a	<i>Weaning should normally commence at 3-4 weeks old. The initial diet may be liquid progressing to solid food over the ensuing period.</i>

<p>day. It must be ensured that each puppy takes the correct share of the food offered.</p>	
<p>3.13. During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.</p>	<p><i>Lactation will last until the puppies are weaned. Consideration should also be given to how many puppies the bitch is nursing. During lactation the bitch should be closely monitored for signs of complications (eg eclampsia). The feeding level required for the bitch after weaning will depend upon her body condition. Where a proprietary food source is used the manufacturers guide should be followed. Veterinary advice should be sought if in doubt.</i></p> <p><i>Food provision can be used to enhance enrichment, for example through the use of devices increasing the time and effort taken to access food (e.g. puzzle feeders, activity balls, stuffed rubber toys). Where these are used they should be cleaned and disinfected thoroughly between each use. Where dogs are kept in pairs or larger groups, more devices should be available than the number of dogs, use should be monitored carefully to identify where aggression occurs. Dogs which show aggression associated with feeding, or when provided with food based enrichment, should be separated from other dogs prior to feeding.</i></p>

<p>4. Kitchen Facilities</p>	
<p>4.1. Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs. Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided. A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.</p>	<p><i>A separate hand basin with hot and cold running water should be provided for staff.</i></p>
<p>4.2. Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests. Cross-contamination must be avoided.</p>	<p><i>Dishes and bedding should be washed separately from domestic items.</i></p>
<p>5. First aid and Provision of Isolation facilities</p>	
<p>5.1. A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.</p>	<p><i>A veterinary surgeon should be consulted concerning its contents and a competent member of staff should be in charge of its maintenance.</i></p>
<p>5.2. Veterinary advice must be sought for any animal with a potentially infectious disease.</p>	<p><i>Where advised, the dog should be isolated immediately and the procedure documented.</i></p>
<p>5.3. Facilities for isolation must be available when</p>	<p><i>Procedures should be in place, and</i></p>

<p>required. Isolation facilities must be used where the presence of infectious disease is suspected or known.</p>	<p><i>understood by all staff, to prevent the spread of infectious disease between isolated animals and the other dogs.</i></p>
<p>5.4. Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.</p>	<p><i>Intervening buildings and construction detail (ie window and door positions) should be taken into account because individual circumstances may significantly affect the recommended distance. For airborne diseases, ideally a distance of at least 5m (15 ft). The requirement for 5m distance between isolation facilities and the other dogs is based upon consideration of the distance that airborne infection can carry.</i></p>
<p>5.5. Hands must be washed after leaving the isolation facilities before handling other dogs. Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.</p>	<p><i>The use of disposable clothing is recommended. A management regime should be followed where an isolation case is being handled. For example, isolation cases must be cared for after all other dogs have been attended to. Records of the isolation cases and the management regime to be followed should be kept.</i></p>
<p>5.6. Complete disinfection of the isolation facilities and equipment must be carried out once vacated.</p>	
<p>6. Disease Control, Vaccination and Worming</p>	
<p>6.1. All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases. Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease. All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.</p>	<p><i>Registered breeders should produce a health and welfare plan approved by a veterinary surgeon. This should be updated on an annual basis and needs to take into account the health, preventive treatment, socialisation, and welfare of the animals.</i></p>
<p>7. Emergencies/Fire Prevention</p>	
<p>7.1. There must be Emergency Evacuation and Contingency Plans in place which meets approval with the local authority, and in consultation with the local authority.</p>	<p><i>Contingency plans should also include consideration for alternative housing for a large number of dogs. For the occasions where it is not possible to evacuate the dogs to alternative locations other contingency measures should be in place, this may include long term provision of feed/water or euthanasia.</i></p>
<p>8. Transport</p>	
<p>8.1. Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act. All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment. Bitches must not be transported in the last stages of pregnancy, ideally not from</p>	<p><i>It is recommended that records are kept of the vehicles used when dogs are transported, as well as details of journeys undertaken). All vehicles are considered commercial and subject to EU Transport Regulation 1/2005.</i></p>

<p>54 days after mating, unless to a veterinary surgeon for treatment. Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.</p>	
<p>8.2. Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/ or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.</p>	<p><i>The transporting of distressed dogs should be avoided whenever possible.</i></p> <p><i>When transporting animals, there is a general duty of care to protect them from injury or unnecessary suffering (see Article 4 of Welfare of Animals [Transport] [England] Order 2006) and to also ensure they are transported in suitable containers. If the transportation is carried out in connection with an 'economic activity', as defined by the Regulations, then there are further legal requirements to comply with under this legislation.</i></p> <p><i>Furthermore, there is a requirement under the Highway Code that animals should be "suitably restrained" when transported (Rule 57, Highway Code). Any vehicle used for transporting dogs should be suitable and have the correct ventilation and temperature control so that the dog remains comfortable during the journey, whatever the outside temperature. Dogs should not be left unattended in a vehicle for any length of time.</i></p> <p><i>Dogs should not be fed within two hours of a journey and should be exercised immediately before they are loaded to give them the opportunity to go to the toilet. During a journey dogs should be securely and comfortably confined. If a dog is transported alone in a container, he or she should have enough space to stand, sit erect, lie in a natural position and turn around normally while standing up for long journeys. If transported with other dogs, there should be sufficient space for all the dogs to carry out all these behaviours without touching other dogs. If transporting adult dogs by road, sufficient breaks should be offered for water and the chance to go to the toilet.</i></p>
<p>8.3. Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 – Council Regulation (EC) No 1/2005).</p>	<p><i>Where possible, puppies should be trained to stay calmly in a crate by using reward-based training prior to transportation.</i></p>
<p>9. Health and Welfare of the Breeding Stock and Litters</p>	
<p>9.1. Bitches must not be mated if they are less than one</p>	<p><i>It is the responsibility of the licensee</i></p>

<p>year old.</p>	<p><i>to make every reasonable effort to ensure that both sires and bitches are in good health prior to mating. This includes checking for the presence of both infectious and genetically inherited diseases which may affect the health of either parent or resulting puppies. Where necessary, veterinary advice should be sought. Breeding stock should be selected on their temperament and genetic health. Dogs that have required surgery to rectify an exaggerated conformation that has caused adverse welfare (e.g. an excessively flat face or short nose or eyelid abnormalities etc.) should not be bred from. Dogs with exaggerated conformations that may be associated with adverse welfare should not be bred from.</i></p>
<p>9.2. Bitches must not give birth to more than six litters of puppies each in their lifetime.</p>	<p><i>The Kennel Club provides information on registration of litters and related restrictions.</i></p>
<p>9.3. Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies.</p>	
<p>9.4. All dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.</p>	<p><i>Social contact with other dogs may be achieved through pair or group housing, although the behaviour of individuals within each group should be monitored carefully for signs of aggression or fear. The compatibility of the dogs may vary depending on the stage of the breeding cycle (seasons and lactation) and this should be monitored carefully. Dogs which show behavioural signs of fear or anxiety associated with contact with other dogs may be better housed and exercised singly, as long as they are provided with sufficient human contact. They should not be used for breeding. A policy should be in place for monitoring the introduction of new dogs to existing groups in either domestic or kennel environments, to avoid stress to either new or resident animals. Bitches close to whelping and when lactating should not generally be mixed with other adult dogs. On these occasions where dogs have to be kennelled on their own, the level of social contact with humans should be increased to compensate. When the social contact is provided by humans, the contact should be for the majority of the day. When dogs are kept in a kennel environment this</i></p>

	<i>should be the working day and in a domestic environment the normal waking hours of the household.</i>
9.5. Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.	<i>The early experience of puppies has a profound effect on their adult behaviour, and it is important that the facility has in place an adequate programme to socialise puppies and prepare them for life in a domestic environment. SOPs should be available so that all staff know how to appropriately socialise puppies. Where bitches are anxious or aggressive when puppies are approached, this process should be gradual to acclimatise the bitch to the presence of people around the litter.</i>
9.6. From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.	<i>This should include the sights and sounds in households, such as appliances, as well as differing surfaces on which to walk. Introduction to novel sights and sounds should be gradual so that puppies do not show a fearful response such as startling or withdrawal. Puppies should also be introduced to a variety of people including adults of both sexes, children of different ages, and wearing a variety of clothing styles.</i>
9.7. To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.	<i>They should also ideally be introduced to nonaggressive and healthy, vaccinated adult dogs in addition to the bitch. However, it is also important for puppies to start to learn to be separated from others, so should be separated from litter mates and the bitch for short periods from the age of six weeks. During periods of separation there should be human social contact. Household sounds may occur naturally in domestic environments but could be achieved through the playback of recordings for dogs housed in kennels.</i>

10. Record Keeping

10.1. A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie, private owner or pet shop).	<i>Accurate records showing matings and whelpings will be essential. Additional records will provide useful information to the local authority inspectors should problems arise. It is suggested that this information should include: details and number of all dogs kept, including movement on and off the premises; oestrus dates of breeding bitches; microchip or tattoo numbers or other</i>
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suitable form of permanent identification. If the dogs are KC or breed association registered, these should also be recorded; where dogs are under a breeding arrangement, the details of such dogs, together with their whereabouts; vaccination and worming records and details of other veterinary treatment given; cleaning and disinfecting regimes feeding and exercise routines; accommodation temperatures; details of any isolation cases and the management regime in place; details of vehicles used for transporting dogs, as well as time and length of journeys taken. Records should also show which dogs are transported and their destination; date and cause of death if known; Number of dogs required to be euthanised, reason for euthanasia, date of euthanasia and the name of the veterinary surgeon in attendance; Number of breeding bitches retired, details of each individual breeding bitch's microchip (or other permanent id) number, outcome for the bitch e.g. rehomed and to where. If dogs have come from abroad, specific additional information should be recorded.

Health Plan
health screening test results;
puppy contract

This list is by no means exhaustive. Documentation should also be routinely provided to purchasers of puppies, for example as a 'puppy pack', including information on the puppy's diet, worming history, five generation pedigree where relevant, any parental or puppy health check results, any veterinary treatment or ongoing medication, health insurance, socialisation history, and advice on ongoing care.

Purchasers of puppies should also receive a puppy contract (AWF/RSPCA), and full contact details of the breeder.

Dacorum Borough Council**Standard conditions applying to Pet Shop licences**

(derived from the Chartered Institute of Environmental Health's model conditions published September 2013)

General conditions

Condition	Explanatory notes
1. Licence Display	
1.1. The licence or a copy of the licence must be suitably displayed to the public in a prominent position at the premises.	<i>For security reasons, the licence will not show the licence holder's home address.</i>
2. Accommodation	
2.1. Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.	<i>Animals should be able to move around freely, climb, fly, swim and jump where appropriate, and be comfortable in their environment. Definitions of appropriate sizes and materials are in the appropriate schedules to these conditions. Regular maintenance and repair will prevent injury from damaged housing. Temperature monitoring devices should be provided. It is important to avoid draughts.</i>
2.2. Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.	<i>The spread of airborne infections can be a significant risk. Excessive or inadequate humidity can cause other health problems.</i>
2.3. If animals are displayed outdoors, they must have protection appropriate to their species.	<i>This should include shelter from wind, rain or snow and/or the sun and predators if appropriate.</i>
2.4. In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.	<i>Appropriate housing will prevent direct transmission of disease and injuries. This will maintain structural integrity and ensure dry, easily cleansed surfaces. In general, untreated wood is not an appropriate material as it cannot be thoroughly cleaned.</i>
2.5. Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.	<i>An area to hide away, if needed, will help to reduce stress levels for the animals. In addition to signs, other measures may be required, such as limiting access to some sides of animal enclosures. Care should be taken to avoid sensory contact between prey and predator species.</i>
2.6. All animals for sale must be readily accessible and easy to inspect by staff.	<i>This should help to ensure that the cage is kept clean and hygienic and animals can be easily observed for illness or injury</i>
2.7. Accommodation must be cleaned as often as necessary to maintain good hygiene standards.	<i>To maintain a clean environment, a cleaning Standard Operating Procedure (SOP) should be provided and should detail the</i>

Condition	Explanatory notes
	<i>routine daily cleaning regime and the procedure for cleaning between periods of occupation. Soiled bedding should be removed frequently to ensure animals do not have to lie in it.</i>
2.8. Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing.	<i>This will prevent contamination of the lower cages. This does not apply to centrifuged fish systems or aviaries where perching and ground birds are housed together.</i>
2.9. All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.	<i>To stimulate the performance of natural behaviours.</i>
3. Exercise Facilities	
3.1. Suitable and sufficient facilities must be available where appropriate.	<i>Animals must be able to exhibit normal behaviour patterns and this may require the provision of suitable space for exercise.</i>
4. Register of Animals	
4.1. A purchase register must be maintained for all animals detailing their source and identification where appropriate.	<i>This can be by cross referenced to an invoice file. The purpose of the register is to ascertain the source of the animals.</i>
4.2. A sales register, containing name, address and telephone number of the purchaser, must be maintained for: a) Dogs b) Cats c) Psittacines d) Species contained in the Schedule to the Dangerous Wild Animals Act 1976	<i>The purpose of the register is for emergency contact of purchasers. The name, address and telephone number of the purchaser should be obtained. This is not required for other species.</i>
4.3. Animals under veterinary treatment must be identifiable.	-
5. Stocking Numbers and Densities	
5.1. No animals other than those specified in the licence, may be stocked.	<i>The licence will clearly state the numbers for each species or species group that may be kept on the premises, except fish. Please refer to Schedules for individual species for more details. Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations.</i>
5.2. Where appropriate, all animals must be housed in social groups of suitable size.	<i>Details can be found in the relevant schedules.</i>
6. Health Disease and Acclimatisation	
6.1. All animals for sale must be in good health.	<i>Vendors and staff are responsible for providing the animals' needs including good health care. Illness and obvious parasitic infection should be addressed before the animal is sold. Veterinary advice should be sought in any case of doubt.</i> <i>Transport and the introduction to a novel environment are stressful and</i>

Condition	Explanatory notes
	<p><i>animals should be allowed to acclimatise before being further stressed by being offered for sale. Where animals are obtained for sale to a specific client it may be acceptable for the animal to be sold immediately.</i></p> <p><i>All animals should receive appropriate vaccination where required for the species, as advised by the retailer's veterinary surgeon. Veterinary advice must be sought whenever necessary.</i></p> <p><i>A Record of Treatment should be provided to the purchaser. Vaccination courses should begin at the appropriate age for each species</i></p>
<p>6.2. Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.</p>	<p><i>"Care and treatment" may include euthanasia but under no circumstances may an animal be euthanised other than in a humane and effective manner. In case of doubt, veterinary advice must be sought.</i></p>
<p>6.3. Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably expected to be carrying serious infectious diseases.</p>	<p><i>Isolated animals should be kept in a secure, comfortable location where their condition and needs can be kept, also detailing treatment. For ornamental fish, in-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tank systems. They must be of a proper size and maintained in accordance with manufacturers' recommendations.</i></p>
<p>6.4. Any animal with an abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.</p>	<p><i>Information on any known conditions should be provided to the new owner.</i></p>
<p>6.5. All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.</p>	<p><i>Precautions should include regular cleaning (see 2.6) and good personal hygiene of staff in addition to effective quarantine of incoming groups of animals except for fish. Staff handling animals should wash or disinfect, and rinse if appropriate, their hands between groups. The shop should be registered with a veterinary practice and there should be veterinary input to SOPs where appropriate. It is important that the supplying breeders should have a policy for inherited and infectious disease control agreed. Staff should be aware of zoonotic transmission.</i></p>
<p>6.6. All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other</p>	<p><i>"Rodent" and "Insect" excludes animals for sale or feeding.</i></p>

Condition	Explanatory notes
pests.	
7. Food and Drink	
7.1. Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals. All food must be suitable for the species concerned.	<i>Water should be available at all times except for those species where it may be harmful. An SOP should be produced for basic nutritional needs for each species or species group, and age group if appropriate. The owner should be advised to continue feeding consistent with the diet given by the pet shop.</i>
7.2. Food and Drink receptacles must be appropriate to the species, constructed and positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.	<i>Faecal and urine contamination is a risk to health. Maintaining a clean environment may require regular cleaning of receptacles. Receptacles should be thoroughly cleaned before being moved between batches/groups</i>
8. Food Storage	
8.1. All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.	<i>Such containers prevent spoilage of the food or attraction of rodents or pests to the premises.</i>
8.2. The containers and equipment used for feeding must be kept in a clean and sound condition.	<i>There must be suitable facilities for cleaning of receptacles and equipment which should be separate from staff facilities.</i>
9. Observation	
9.1. All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.	<i>Regular checks and observation records aid in early detection of illness, injury or behavioural problems and should be considered very important for all animals.</i> <i>A system of recording observation should be maintained.</i>
10. Disposal of Waste	
10.1. All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids, away from direct sunlight.	<i>This is important for biosecurity and odour reduction.</i> <i>Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly, disposed of to the satisfaction of the appropriate local authority, and in accordance with current regulations and good waste management practice. Premises should maintain a contract for removal with an appropriate company and adhere to local authority regulations.</i> <i>There should be appropriate arrangements in place for removal of dead animals.</i>
11. Transportation to the Premises	

Condition	Explanatory notes
11.1. When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.	-
11.2. Any animals received or consigned shall be transported according to the regulations laid down in current legislation.	-
11.3. Animals must be transported or handed to purchasers in suitable containers.	<i>Buyers should be advised how to transport animals home so as to minimise stress.</i>
12. Sale of Animals	
12.1. No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.	<i>Young mammals require nutritional and behavioural support from their mothers.</i>
12.2. In the case of non-mammals, they must be capable of feeding themselves.	-
13. Dangerous Wild Animals (as defined by the Dangerous Wild Animals Act 1976)	
13.1. When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.	<i>Safety of staff and the general public should be of utmost importance and safety barriers may aid in this, as well as prevention of escape.</i>
13.2. The local authority must be notified in the event that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.	<p><i>The primary requirements of the Act are to protect the public but there are also welfare implications.</i></p> <p><i>Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the safe accommodation and care of the animal.</i></p> <p><i>Licensees selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal, and inform the issuing authority of the details of the purchase. Licensees should take note of the latest species-specific guidance from Defra.</i></p>
14. Pet care advice, staff training and knowledge	
14.1. New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.	<i>Qualifications should be City & Guilds or Level 3 equivalent and appropriate to the species kept.</i>
14.2. The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.	<i>Pet care leaflets or other similar written instructions suitable for the species (or group of species) in question should be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets. Information can be in the form of Codes of Practice issued by governments. In addition,</i>

Condition	Explanatory notes
	<i>information may also be made available electronically.</i>
14.3. Appropriate reference materials on the care of each species must always be available for use by staff.	<i>Further advice can be obtained from the organisations listed in the 'Useful Contacts' section at the back of this document.</i>
14.4. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.	<i>Staff members must be able to provide suitable advice to purchasers and answer questions as required by them.</i>
14.5. The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.	<i>Further advice, guidance and training can be obtained from the organisations listed in the Useful Contacts section.</i>
15. Fire and other emergency precautions	
15.1. Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.	<i>Staff should be aware of these procedures and a copy should be displayed for staff to refer to as and when needed. Evacuation should be regularly practised and practices recorded. All staff should undergo regular training and records should be kept of such training.</i>
15.2. Entrances and exits must be clear of obstructions at all times.	<i>To facilitate risk free evacuation if needed, when designing accommodation, consideration should be given to using systems which would allow timely removal of the animals in the case of emergency. This provision would not usually apply to aquaria and ponds.</i>
15.3. Suitable fire-fighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.	<i>This will ensure that, if needed, the equipment will function correctly. Staff should be properly trained on the use of equipment provided.</i>
15.4. The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.	<i>A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.</i>
15.5. A list of key holders must be logged with the local police and local authority.	<i>For contact in cases of emergency.</i>
15.6. In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".	<i>For information of the public in cases of emergency, when a staff member is not on site.</i>
15.7. When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals.	<i>This is vital for access to the animals at all times to ensure correct care is provided.</i>
15.8. All electrical installations and appliances must be maintained in a safe condition.	<i>For health and safety of staff and animals.</i>
15.9. There must be an effective contingency plan for essential heating, ventilation and aeration/filtration systems, as appropriate.	<i>Some species are very sensitive to temperature fluctuation.</i>

Schedule A - Dogs

Condition	Explanatory notes
<p>A1. Puppies must be weaned before leaving the mother.</p>	<p><i>To ensure puppies can eat the food provided, Puppies must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related operations prohibits the transport of puppies without their mother before this age.</i></p>
<p>A2. The minimum kennel size must be:</p> <ul style="list-style-type: none"> • For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise. • For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise. • For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise. <p>These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.</p>	<p><i>The kennel area should be large enough to allow separate sleeping and activity areas. The kennel should allow each puppy to be able to walk, turn around and wag its tail without touching the sides of the kennel. The puppies should have sufficient room to play, stand on their hind limbs and to lie down without touching another individual. The kennel size required will increase in relation to the size and number of puppies housed at any one time. The length and the width should be sufficient to allow all the puppies to lie outstretched without their noses or tails touching the walls or other individuals. In certain circumstances it is permissible to have separate exercise areas to sleeping areas but in such cases puppies must be given access to the exercise area at least four times a day. Any separate exercise area should be fully cleaned and disinfected between its use by different batches of puppies.</i></p>
<p>A3. Suitable and sufficient exercise facilities must be available and accessible where appropriate.</p>	
<p>A4. Extreme temperatures must be avoided.</p>	<p><i>Puppies are relatively sensitive to high/ low temperatures. Temperatures should not normally go below 12°C or exceed 26°C</i></p>
<p>A5. General bedding must include an adequate amount of absorbent material.</p>	<p><i>The use of enough absorbent material allows urine and faeces to be contained and reduce contamination of the puppies.</i></p>
<p>A6. Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.</p>	<p><i>Puppies do not discriminate in where they toilet and this maintains a clean environment. A cleaning schedule or SOP should be provided.</i></p>
<p>A7. A specific lying place must be provided lined with soft material,</p>	<p><i>The use of soft material will prevent skin lesions being caused by soiling or pressure sores.</i></p>
<p>A8. Puppies must be fed at least four times daily, at appropriate</p>	<p><i>The diet should be appropriate for</i></p>

Condition	Explanatory notes
intervals.	<i>puppies.</i>
A9. Puppies must have frequent, quality contact time with staff.	<i>“Suitable intervals” for puppies to be visited are frequent, as they require to be socialised. It is recommended that this should be a minimum of 4 times per day with 20 minutes of interaction per batch. There should be an SOP.</i>
A10. Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.	<i>Puppies are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the puppy with a vet.</i>
A11. Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.	<i>Isolating healthy puppies does not allow them to exhibit natural behaviour patterns.</i>
A12. There must be environmental enrichment in all kennels.	<i>To allow puppies to exhibit normal behaviour patterns. Toys should only be given under supervision and should be easily cleaned or replaced between batches.</i>

Schedule B – Cats

Condition	Explanatory notes
B1. Kittens must be weaned before leaving the mother.	<i>To ensure kittens can eat the food provided. Kittens must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related legislation prohibits the transport of kittens without their mother before this age.</i>
B2. The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m ² , with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m ² additional floor space.	<i>Kittens require adequate space to play together and to have space for a litter tray and bed. Varying heights to enable climbing should each also be provided. There should be adequate space for feeding, drinking, sleeping and litter tray to be kept separate.</i>
B3. Extreme temperatures must be avoided.	<i>Kittens are relatively sensitive to low temperatures owing to their small body weight. Temperatures should not normally go below 15°C or exceed 26°C.</i>
B4. Disposable or washable bedding must be provided and kept clean.	<i>Kittens need a warm sleeping, soft area, away from the litter tray and food.</i>
B5. A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.	
B6. Kittens must be fed at least four times daily, at appropriate intervals.	<i>The diet should be appropriate for kittens</i>
B7. Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.	<i>Diseases spread very easily between litters, both by direct contact or by sneezing. Kittens are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the kitten with a vet.</i>
B8. Kittens must have frequent, quality contact time with staff.	<i>It is recommended that this should be a minimum of 4 times per day with 20 minutes of specific interaction per batch. Kittens should be protected from over-handling by staff or the public as they require time to rest.</i>
B9. There must be environmental enrichment in all cages such as toys, climbing frames and platforms.	<i>To allow kittens to exhibit normal behaviours, particularly climbing. Toys should be easily cleaned or replaced between batches.</i>

Schedule C – Rabbits

Condition	Explanatory notes
C1. Rabbits must be correctly sexed and housed in same sex groups.	<i>Rabbits are easier to sex at 8 weeks than any earlier, which will help prevent mis-sexing and unwanted litters.</i>
C2. The minimum enclosure size must be: 0.4m ² for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m ² for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.	<i>Dwarf Lops/Dutch rabbits are the most commonly available in pet shops and weigh up to 4kgs. The height should allow the rabbit to rear up to perform natural behaviour. Rabbits should be kept in store in groups. Rabbits need to be able to move freely and to be able to perform vital behaviours such as caecotrophy and rearing.</i>
C3. There must be environmental enrichment in all enclosures. A hiding place must be provided.	<i>To allow rabbits to exhibit normal behaviours, indestructible toys; cardboard boxes; chewing substrates should be provided. Toys should be easily cleaned or replaced between batches. Rabbits are prey animals and should have the opportunity to hide if scared or stressed.</i>
C4. Extreme temperatures must be avoided.	<i>Ambient temperature should not normally go lower than 12°C or exceed 26°C. Providing cool water, cool packs in their bedding, air movement and air conditioning may each help to avoid the stress caused to rabbits by high environmental temperatures.</i>
C5. Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.	<i>Rabbits need a warm, softly-bedded sleeping area away from the litter and food/water.</i>
C6. Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.	<i>Disinfectant should be effective against viral, bacterial and parasitic infection and safe for use on rabbits. Check with a vet or manufacturer if unsure. Diseases such as E-cuniculi can be spread via urine, so thorough cleaning is required between new occupants. Rabbits often choose to toilet in the sleeping area of a hutch and a litter tray could be placed here.</i>
C7. If batches are mixed you must ensure all animals are free from obvious parasitic infection.	<i>Diseases spread very easily between litters. Rabbits should be housed with batch mates where possible.</i>
C8. Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.	<i>Rabbits teeth are open rooted and therefore constant access to good quality hay is essential, for dental health, gastrointestinal health (without a constant supply of fibrous food, rabbit GI tracts slow down) and behavioural reasons (to relieve</i>

Condition	Explanatory notes
	<i>boredom). It is vital that hay is available throughout the day and sufficient provided for them at closing time to last them until the next business day. Dry food should be provided for youngsters to assist growth, see manufacturers instructions, but should not be fed ad-lib.</i>
C9. Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.	<i>Due to the delicate digestive system, particularly under stress, if diets are to be changed then a slow transition between diets is advisable.</i>

Schedule D – Other small mammals

Condition	Explanatory notes
D1. All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair),	<i>To help avoid unwanted litters, all animals should be sexed immediately on arrival to the premises and housed in single sex groups. Animals from different sources should not be mixed.</i>
D2. Animals must at all times be kept in suitably sized accommodation.	<i>Animals should be able to freely move around the accommodation and be able to perform natural behaviours. See attached table for species relevant sizing.</i>
D3. Animals must be provided with a suitable substrate in sufficient amounts.	<i>Providing sufficient and appropriate substrate keeps the accommodation clean and dry and allows digging where appropriate. There are a number of substrates available and the type used will depend on the animal kept.</i>
D4. Animals must be provided with a suitable bedding material in sufficient amounts.	<i>Bedding provides a place to sleep and rest, the type used will depend on the animal kept. It should be provided in sufficient quantities to enable the animal to feel secure and warm.</i>
D5. Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.	<i>Animals must be given the opportunity to hide as a natural instinct and be given suitable accessories to allow for stimulation and to reduce stress. Chinchillas and Degus should be given the opportunity to use a sand bath by offering one on a regular basis, e.g. 10 minutes daily. Rodents need to express natural behaviour such as running and chewing/ gnawing. Toys such as hides, tunnels, paper bags filled with hay and fruit twigs are ideal for expressing natural foraging behaviour. Animals should be able to move away from direct lighting. Cool hides should be provided to prevent over heating.</i>
D6. Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.	<i>Water for small animals is usually provided in clean gravity fill drinking bottles, (which should be of a suitable size for the species) or automatic or semi – automatic drinking systems. Fresh water should be available at all times, or as appropriate to the species; some desert-dwelling species such as jerboas [family Dipodidae] should not be given water ad- lib. Bottles should be kept clean and free from algae.</i>
D7. All rodents must be fed a suitable diet, ad lib and have free	<i>The diet should be appropriate for</i>

Condition	Explanatory notes
access to hay where required.	<i>the breed, life stage and species. Food should be refreshed regularly. Guinea pigs should have sufficient vitamin C in their diet. Guinea pigs are unable to synthesise Vitamin C.</i>
D8. All rodents must be fully weaned on admission.	

Minumum accommodation requirements – small rodents

Area in metres²

No of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, hamsters, Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunks	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

Schedule E – Ferrets

Condition	Explanatory notes
E1. Ferrets must be at least eight weeks old.	<i>Ferret kits can find separation from their mother very stressful and the stress response in a ferret often results in diarrhoea which can prove fatal.</i>
E2. Ferrets must be housed with batch companions.	<i>Ferrets are naturally social animals that depend on the companionship of their own kind. Lone ferrets often suffer depression including poor appetite and lack of enthusiasm to move or play.</i>
E3. Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.	<i>Ferret kits can be easily be sexed at 8 weeks of age. Adult, un-neutered hobs (males) may exhibit dominant behaviour and fight, so require individual accommodation. House the Jill (female) kits at a reasonable distance to prevent aggression between the hobs as they mature at around 20 weeks. Adult jills should be prevented from having repeated seasons. Jills left in season are prone to estrogen induced anaemia, a factor in shortening their normal lifespan. Veterinary advice should be sought.</i>
E4. Batches of ferrets must not be mixed.	<i>Not mixing will reduce the risk of disease spreading. Mixing can be stressful for ferrets.</i>
E5. The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m ² , with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m ² additional floor space.	<i>Enclosures should be placed on a hard surface and anchored to the ground. Ferrets require space for their toilet area removed from their sleeping or eating areas, and require space to exhibit their normal active behaviour – running backwards, forwards and sideways and to climb, explore and play. Ferrets are naturally clean and will usually select one corner as their toilet.</i>
E6. Sleeping quarters must be draught free and dark.	<i>Ideally sleeping quarters should be raised. Ferrets seek dark areas for sleeping and sleep for long hours, up to 20 a day in the winter. Their natural instinct is to hide whilst sleeping.</i>
E7. Ferrets must have suitable bedding.	<i>Suggested bedding includes fabric items that can be laundered, straw and dust extracted wood shavings.</i>
E8. Extreme temperatures must be avoided.	<i>Temperatures should not normally go below 12°C or exceed 26°C. Ferrets tolerate cold better than heat. Provide plenty of warm bedding for when it is cold. Be aware heat prostration is likely at</i>

Condition	Explanatory notes
	32°C.
E9. Ferret kibble must be provided at appropriate intervals.	<i>Feed a recognised and branded ferret kibble / biscuit. Small, frequent meals or ad lib feeding are recommended as ferrets have a rapid rate of digestion</i>
E10. Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.	<i>Ferrets are renowned for tipping bowls.</i>

Schedule F – Birds

Condition	Explanatory notes
<p>F1. There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.</p>	<p><i>Stocking densities will depend on the type of bird as well as cage dimensions and number of perches. Access to rain can be beneficial for plumage. Some species will need adequate space to fly. Chickens require an appropriate area and substrate to perch.</i></p>
<p>F2. Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species</p>	
<p>F3. Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.</p>	<p><i>Birds are more sensitive to high temperatures.</i></p>
<p>F4. There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water</p>	<p><i>Birds should not have to compete for drinkers/feeders and risk exclusion. Passerines should have food available at all times. Enrichment and feeding devices need to be provided for larger psittacids. For parrots, it is preferable to use swinging systems such that the keeper does not need to enter the cage in order to change food/ water. Bowls should not be able to be removed from holders by the parrot.</i></p>
<p>F5. Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.</p>	<p><i>Enclosures should be placed on a hard surface. Some species require more robust materials. Materials such as loose zinc coating can be toxic to birds.</i></p>
<p>F6. Windproof nest boxes must be provided in all outside housing and inside where appropriate.</p>	<p><i>Many birds find sleeping or sheltering in nest boxes an essential form of security or for sheltering from inclement weather but it is recognised that some species, such as canaries, will rarely if ever voluntarily enter nest boxes.</i></p>
<p>F7. Flooring must be drop-through or easily washed/hosed.</p>	<p><i>If ground living birds are kept with perching birds then attention should be paid to flooring such that bumblefoot issues are addressed - i.e. no concrete/rough stone. Where natural turf flooring is used, parasite status of the birds should be checked on a regular basis every few weeks.</i></p>

Stocking densities for Birds in cages

Type	Length of Bird (cm)	Floor Area (m ²) housing up to 4 birds	Linear cms per additional bird on either cage length or depth
Budgerigar		0.15	5
Canary		0.15	5
Cockateil		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	More than 17.5	0.225	7.5
Parakeets and lovebirds	Less than 25	0.42	7.5
	25-30	0.48	7.5
	More than 30	0.675	7.5
Parrots	Less than 30	0.225	10
	30-35	0.4050	15
	More than 35	0.4725	20
Chickens		1.6	
Bantams		1.6	
Quail		1.6	

Stocking Densities for Birds in Aviaries and Flights

Type	Length of Bird (cm)	Floor Area (m ²) housing up to 4 birds	Number of birds per 'Standard Aviary' (1.8 x 0.9 x 1.8m)
Budgerigar		0.15	18
Canary		0.15	18
Cockateil		0.48	8
Finches	Less than 12.5	0.113	24
	12.5 – 17.5	0.15	18
	More than 17.5	0.225	12
Parakeets and lovebirds	Less than 25	0.42	10
	25-35	0.48	6
	More than 35	0.675	4
Parrots	Less than 30	0.225	10
	30-35	0.4050	6
	More than 35	0.4725	4
Chickens		1.6	4 (min height 0.9m)
Bantams		1.6	6 (min height 0.9m)
Quail		1.6	8 (min height 0.9m)

Section G – Reptiles and Amphibians

Condition	Explanatory notes
<p>G1. Stocking and density must be appropriate to the species.</p>	<p><i>Most reptiles and amphibians are not social and may, therefore, be kept individually. Communal enclosures should not be stocked as to appear overcrowded, common sense should be observed. Mixing of species, although possible, should be undertaken with caution. Some species may require or seek seclusion or privacy either sporadically or permanently and provision for this should be made.</i></p> <p>Snakes: <i>may be housed individually or in small groups, of the same species. Snakes known to be cannibalistic, e.g. king snakes (<i>Lampropeltis</i> sp), should be housed individually.</i></p> <p>Lizards: <i>only species of similar size and from similar habitat and geographical areas should be kept communally. Lizards known to be cannibalistic, e.g. <i>Gambelia</i> sp, should be housed individually. Generally adult male lizards in breeding condition should not be housed together and groups of lizards housed communally should be regularly observed for signs of aggression.</i></p> <p>Tortoises and Terrapins: <i>only terrapins of similar size and habit and from the similar geographical area should be kept communally. Tortoises of different species should be housed individually. Also, adult males in breeding condition should be housed individually.</i></p> <p>Frogs and Toads: <i>only species of similar size, and from similar habitats and geographical areas, should be kept communally. Mixing of taxa (e.g. frog & toad) is not generally recommended. Cannibalistic species, such as horned frogs (<i>Ceratophrys</i> sp.) and African bull frogs (<i>Pyxicephalus</i> sp.) should be housed individually.</i></p> <p>Newts and Salamanders: <i>only</i></p>

Condition	Explanatory notes
	<p><i>species of similar size and from similar geographical areas should be kept together. Generally mixed taxa [e.g. lizards and tortoises] are not recommended, although paludaria which combine fish with small reptiles and/ or amphibians of appropriate species are acceptable.</i></p>
<p>G2. The enclosure size must be appropriate to the species and adjusted according to its size.</p>	<p>Snakes: <i>the length of the enclosure should be no less than two-thirds the overall length of the snake.</i></p> <p>Lizards: <i>the length of the enclosure should be three times the full length of the lizard, or larger.</i></p> <p>Tortoises and Terrapins: <i>the length of the enclosure should be a minimum of 90cms, or four times the length of the animal, or larger.</i> <i>For aquatic species [turtles, terrapins] the enclosure should allow the animal to swim adequately, i.e. have water depth at least 4 times that of the animal, although some terrapins (e.g. Cuora sp., Terrapene sp. And Glyptemys sp.) do not require such deep water. Terrapins must also have an adequate land basking area.</i></p> <p>Frogs and Toads: <i>the length of the enclosure should be minimum 30cm x 30 cm x 30cm, or at least three times the length of the animal, or larger. For sedentary species, such as horned frogs (Ceratophrys sp.) and African bull frogs (Pyxicephalus sp.) the enclosure can be smaller.</i> <i>Fully aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.</i></p> <p>Newts and Salamanders: <i>the length of the enclosure should be minimum 30cm x 30 cm x 30cm, or at least three times the full length of the amphibian, or larger. Aquatic species should be</i></p>

Condition	Explanatory notes
	<p>able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.</p> <p>Height and Width: of the enclosure should be appropriate to the species, with arboreal species requiring more height than terrestrial species.</p>
<p>G3. Temperature, humidity, lighting and ventilation must be appropriate to the species.</p>	<p><i>Ambient and basking temperatures should be appropriate to the species concerned, with the following guidance for commonly kept species. These are guidelines only and individual species should be researched as requirements for some species will fall outside of these recommendations. Vendors and staff must have access to relevant reference material (books, internet etc.). Basking spots may be provided by convection or radiant heat sources (e.g. light bulb, or heat mat), as appropriate to the species. Ventilation should be appropriate to the species and should allow sufficient change of air without jeopardising the temperature or humidity in the enclosure.</i></p>
<p>G4. Lighting must be appropriate to the species.</p>	<p><i>An appropriate light period should be observed. Species requiring UVB lighting, e.g. diurnal lizards and tortoises, should have appropriate UVB emitting lamps. These should be replaced according to manufacturer's recommendations. Mercury Vapour or Metal Halide UVB emitting lamps may also be used to provide a daytime heat source. UV light sources must not be screened by non UV transmitting glass or plastic. Animals should have areas of shade so that they can escape from the light if desired.</i></p>
<p>G5. Substrate appropriate to the species must be present.</p>	<p><i>Substrate should be appropriate to the species concerned and may include, but not be limited to: newspaper, paper towel, bark</i></p>

Condition	Explanatory notes
	<i>chip, wood chip, terrarium humus, moss, gravel, calcium carbonate, terrarium sand etc. Measures should be taken to ensure that substrate is not ingested.</i>
G6. Enrichment must be provided appropriate to the species.	<i>Décor should be appropriate to the species and should not be harmful, e.g. sharp rocks, toxic or injurious plants. Décor should be secure and not able to fall and cause injury. Enclosure should be furnished in such a fashion as to allow inhabitants to exhibit natural behaviour, eg. climb or hide where appropriate.</i>
G7. Food and water must be provided in the appropriate manner for the species.	<i>Feeding habits vary between species and between individuals. Staff should have knowledge of the requirements for all the species held. Food should be presented in a form or pattern that is acceptable to the species concerned. Food supplements [vitamin and minerals] should be provided as appropriate to the species concerned. Live food intended for use should be housed in suitable escape proof containers, and fed appropriately. Fresh foods [salads] should be kept refrigerated where appropriate. Frozen foods intended for use must be stored in an appropriate deep freeze and defrosted thoroughly before use. Feeding records for hatchling snakes should be kept and made available to purchasers. Fresh water should be available at all times, with the exception of certain desert species, such as <i>Uromastyx</i> sp. which should be offered water periodically. Certain species, such as chameleons, do not drink from standing water and should be offered water appropriately, e.g. by a dripper system or sprayer.</i>
G8. Hygiene: enclosures must be cleaned appropriately.	<i>Spoiled food stuffs should be removed at appropriate time periods, at least daily. Substrates should be replaced as</i>

Condition	Explanatory notes
	<p><i>appropriate, and spot cleaned daily. Décor should be sanitised as appropriate. Enclosures should be disinfected with appropriate disinfectant as necessary and always between different batches of animals. Disinfectant should be appropriate for the contaminants likely to be encountered. Disinfectant hand gels should be available for staff to use between animals, to prevent the external environment being contaminated. Water bowls should be cleaned as appropriate and disinfected at least weekly. Slough [shed skins] should be removed daily.</i></p>
<p>G9. Handling must be kept to a minimum at all times.</p>	<p><i>Handling must be kept to a minimum at all times. Staff should receive training on how to handle animals and animals which may be aggressive should only be handled by competent staff. Staff and customers should wash hands after handling specimens, and any equipment used should also be disinfected.. Customers handling animals prior to purchase should be supervised and offered facilities to wash their hands afterwards.</i></p>

Schedule H – Fish

Condition	Explanatory notes
<p>H1. Water quality is a key determinant of fish welfare. To assess it, Levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.</p> <p>Minimum water standards must be:</p> <p>Cold Water Species Free Ammonia max 0.02mg/l Nitrite max 0.2mg/l Dissolved Oxygen min 6mg/l Nitrate max 50mg/l above ambient tap water</p> <p>Tropical Freshwater Species Free Ammonia max 0.02mg/l Nitrite max 0.2mg/l Dissolved Oxygen min 6mg/l Nitrate max 50mg/l above ambient tap water</p> <p>Tropical Marine Species Free Ammonia max 0.01mg/l Nitrite max 0.125mg/l Nitrate max 100mg/l pH min 8.1 Dissolved Oxygen min 4.0 mg/l</p>	<p><i>It is virtually impossible to determine the quantity of aquatic organisms to be kept in a system purely on a weight or number of aquatic organisms per unit, volume, or water surface area. The variation in holding system used, the quality of husbandry and the types of aquatic organisms stocked vary so greatly that it would render any such system too complicated to be practical or too simple to be useful. The maintenance of water quality standards can be used to determine working stocking densities. The water quality standards should not be met at the expense of a correct feeding regime. Exceptions to these standards might occur e.g. when aquatic organisms are diseased, after transport or other stress. However in these cases appropriate remedial actions e.g. treatment, acclimatisation or isolation should be undertaken. Sea water holds less oxygen than fresh water. The recommended level is 5.5 mg/l so extra care is needed to ensure that levels do not routinely fall below this.</i></p>
<p>H2. Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.</p>	<p><i>One test is representative of all the water in the system of centralised systems. Standalone systems must each be tested. Poor water quality is often the underlying cause of problems presenting as disease or mortalities.</i></p>
<p>H3. Holding systems must be cleaned and checked regularly.</p>	<p><i>Aquaria must be checked daily and cleaned as often as is necessary to maintain good hygiene standards, consistent with the rate of stock turnover and consequent stocking densities.</i></p>
<p>H4. No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.</p>	<p><i>No fish or other aquatic organism should be subject to rapid fluctuation in light (lights should be on dimmers if automated), temperature and chemical composition of their water, other than for the controlled treatment of disease or as part of a controlled</i></p>

Condition	Explanatory notes
	<i>breeding programme. There are in excess of 4000 fish species in trade and thus the acceptable conditions may vary substantially and often counter intuitively. In case of doubt expert advice should always be sought.</i>



AGENDA ITEM: 6

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 November 2014
PART:	1
If Part II, reason:	

Title of report:	Taxi and Private Hire Vehicle Standards – MPV’s
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To propose a deregulatory measure to the Council’s vehicle standards for taxis and private hire vehicles, in respect of 6- and 7-seat multi-purpose vehicles (MPV’s)
Recommendations	To modify the Council’s vehicle standards for hackney carriages / private hire vehicles with effect from 1 December 2014, by omitting paragraph 5 from the current hackney carriage standards, and paragraph 6 from the current private hire standards.
Corporate objectives:	Dacorum Delivers <ul style="list-style-type: none"> • Efficiencies
Implications:	The proposal represents a minor policy change, and no negative implications have been identified as a result.
Consultees:	The proposal has been discussed informally with members of the Dacorum Hackney Carriage Drivers Association. As the proposal is of a deregulatory nature, wider consultation has not been carried out.
Background papers:	Current vehicle standards (attached)
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

- 1.1. The Council, as part of the licensing of hackney carriages and private hire vehicles, has previously set standards for each category of licence, stipulating the nature of vehicles which the Council will typically expect of vehicles presented for licensing. These standards were most recently adjusted in February 2014.
- 1.2. In respect of multi-purpose vehicles which feature three rows of seating, where it is necessary to move, tilt or fold a seat in the middle row in order to reach seats in the rear row, the Council currently requires a device to be fitted to the rear door of the vehicle allowing it to be opened from the inside. The rationale behind this requirement was to provide a means for passengers in the third row of seating to escape from the vehicle in the event of an accident which incapacitated passengers in other seats. The current policy replaced an earlier requirement for proprietors to remove a seat from the middle row of the vehicle.
- 1.3. Copies of the current standards are appended to this report, at Annex A (hackney carriages) and Annex B (private hire vehicles).

2. PROPOSAL

- 2.1. The Council requires all hackney carriage/private hire vehicles to be of type M1 European Whole Vehicle Type Approval and unaltered from the original design and construction, or otherwise certified to a similar standard. This means that the vehicle specification and design has been approved to homogenised vehicle standards by the transport ministry of an EU member state. Additionally, new vehicle models are frequently tested by a European vehicle safety authority, such as Euro NCAP, to confirm compliance with a further set of standards which in many cases exceed the M1 standards.
- 2.2. Any after-market modifications to the vehicle will have the effect of invalidating the type approval. By requiring the fitting of an additional device to the rear door, the Council is inadvertently mandating the invalidation of type approvals. Therefore, it is now considered that these two policy provisions are incompatible.
- 2.3. It is therefore proposed to cease the requirement for vehicles to feature a rear door opening device inside the vehicle.
- 2.4. In practice, all M1 type-approved multi-purpose vehicles have already been found to be safe for the carriage of 6 or 7 persons, and the type approval process does not require an interior operating control on any access door behind the driver or front passenger seats.
- 2.5. Officers have recently identified a number of opening devices fitted in vehicles which require the engine to be active in order to function, particularly in vehicles with electronic latching mechanisms (which are now ubiquitous) where there is no feasible way to introduce a manual opening device without substantial modification to the entire vehicle.
- 2.6. Vehicle proprietors have previously expressed concerns about the requirement, including the potential for the rear door to open during journeys, either due to the modification to the locking system or if the device were to be activated by a child or falling luggage, and the potential effect of this on insurance claims and liability for any resulting accidents.

2.7. At present, 43 of the 235 hackney carriages licensed by the Council and 19 out of 179 private hire vehicles are multi-purpose vehicles which would be subject to the current provision. The most popular vehicle models in use are:

- Seat Alhambra (20)
- Ford Galaxy (19)
- Volkswagen Sharan (11)
- Chrysler Voyager (4)
- Vauxhall Zafira (3 – early models were only licensed for 4 passengers)

3. RECOMENDATION

3.1. To modify the Council's vehicle standards for hackney carriages and private hire vehicles with effect from 1 December 2014, by omitting paragraph 5 from the current hackney carriage standards, and paragraph 6 from the current private hire standards (in both cases, paragraphs titled 'Egress from rear seating').

ANNEX A – Current Vehicle Standards for Hackney Carriages

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH



Vehicle standards for hackney carriages

Dacorum Borough Council will require vehicles presented for licensing as hackney carriages to satisfy the following criteria:

Vehicle specification

1. The vehicle must be suitable in type, size and design for its proposed use, and must satisfy the following requirements:
 - a. The vehicle must be a vehicle with four road wheels, which is authorised for use on public roads in Great Britain;
 - b. The vehicle must be right-hand drive;
 - c. The vehicle must be in a suitable mechanical condition, free of rust and dents, safe and comfortable;
 - d. The vehicle must have sufficient seating capacity to carry not less than four and not more than eight passengers in addition to the driver. (The seating capacity is determined on the assumption that allowance is made for a rear seating width of approximately 400 mm (16") per passenger measured laterally along the widest part of the seat and where arm rests are positioned over such seats the measurement shall be taken between arm rests).
2. The vehicle must:
 - a. Be a saloon, estate, hatchback or multi-purpose vehicle with:
 - i. at least four doors capable of being opened outwards from the near and offside of the vehicle to an angle of at least 60 degrees, or slide open to their fullest extent;
 - ii. an engine capacity of not less than 1400cc;
 - iii. all seats facing forwards or rearwards, and each fitted with an inertia seat belt per passenger, except continuous rear seats where centre belt may be lap type; and
 - iv. a suitable space separated from the passenger compartment for the safe carriage of luggage; or
 - b. Be a 'London' type taxi; a purpose-built taxi or a similar large passenger carrying vehicle (with seating for no more than eight passengers), with:
 - i. at least four doors, either hinged or sliding, and a rear tail-gate that must be capable of opening to their full extent. There must be at least one door on either side of the vehicle for passenger loading;
 - ii. an engine capacity of not less than 1800cc;
 - iii. all seats facing forwards or rearwards, and each fitted with a seat belt restraint per passenger per seat; and
 - iv. a vehicle capable of carrying passengers in wheelchairs must be equipped to safely load and restrain every wheelchair and its occupant securely. The wheelchair may face either forwards or rearwards. The vehicle must have a ramp or lift to load the wheelchair from the near side or rear.

Type approval

3. All vehicles must comply with British and European vehicle regulations, be approved to the standard of type M1 European Whole Vehicle Type Approval (EWVTA), and materially unaltered from the type approval specification. A certificate of conformity bearing the vehicle's

unique identification number which relates to an M1 whole vehicle type approval may be required. This requirement is subject to the following provisions:

- a. The Council may, at its discretion, accept vehicles converted and certified as conforming to a national Small Series or Low Volume Type Approval in place of the above requirement, providing no further modifications have been made to the vehicle since conversion. A certificate of conformity, bearing the vehicle's unique identification number, will be required as evidence of the satisfactory conversion.
- b. Proprietors of vehicles which have been modified from an original type approval specification must additionally provide proof of type conformity by way of successful completion of a voluntary Individual Vehicle Approval (IVA) test to M1 standards at a Vehicle and Operator Services Agency (VOSA) testing station, following completion of the modification and with any additional equipment (e.g. wheelchair access/restraints) in place. In such cases, the original vehicle, prior to modification, must be of M1 EWVTA Approval.
- c. Vehicles converted from other base vehicle types (e.g. M2 or N1) will not be accepted for licensing, unless converted and certified in accordance with sub-paragraph a.

Roadworthiness inspection and compliance test

4. The vehicle must attend the Council's authorised testing station and undergo a roadworthiness inspection ('MOT test'), and a compliance test against the relevant specifications set by the Council. The vehicle must satisfactorily complete both elements of the test before it may be considered for licensing.

Egress from rear seating

5. Multi-purpose vehicles (MPV's) which feature rear seating without direct unimpeded access to a door (i.e. if it is necessary to tilt or fold a seat in the middle row to gain access to a door adjacent to the middle row of seats) must feature a device enabling the rear door of the vehicle to be opened from the inside of the vehicle, permitting emergency egress from the rear seats. Under no circumstances shall a seat installed by a manufacturer be removed from the vehicle, unless replaced by a seat of identical construction and safety standards.

Age of vehicle

6. A vehicle which, on the date of issue of a licence is older than **10 years** (as calculated from the date of first registration shown on the V5C registration certificate) shall be required to complete an additional MOT and compliance test through the Council's authorised testing station, within a period of 28 days prior to the day 6 months prior to the expiry of the licence, and to submit the results to the Council no later than that day.

Dual plating

7. A vehicle will not be licensed as a hackney carriage if it is already licensed as a hackney carriage or as a private hire vehicle, by Dacorum or by any other authority. Evidence of the surrender of any applicable licence will be required prior to the issue of a licence.

Wheelchair accessibility

8. A hackney carriage vehicle licence will only be granted in respect of a vehicle which is safely accessible to a disabled person in their wheelchair and must be able to carry the person in safety and in reasonable comfort whilst remaining within their wheelchair.

(Note: The above requirement will not apply to the licence renewal or to the substitution of a vehicle to an existing licence, where a licence for a non-accessible vehicle was held prior to 1 April 2004, providing that the licence has been maintained continuously since then without revocation or lapse, and at no point since that time has a wheelchair-accessible vehicle been substituted to the licence).

N.B. Vehicles which do not satisfy certain of the above requirements may be considered for licensing in exceptional circumstances, at the discretion of the Council. Please contact a licensing officer to discuss prior to making an application or purchasing a vehicle.

ANNEX B – Current Vehicle Standards for Private Hire Vehicles

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH



Vehicle standards for private hire vehicles

Dacorum Borough Council will require vehicles presented for licensing as private hire vehicles to satisfy the following criteria:

N.B. Alternate standards will be applied to stretched limousines and novelty vehicles, presented for licensing.

Vehicle specification

1. The vehicle must be suitable in type, size and design for its proposed use, and must satisfy the following requirements:
 - a. The vehicle must be a vehicle with four road wheels, which is authorised for use on public roads in Great Britain;
 - b. The vehicle must be right-hand drive;
 - c. The vehicle must be in a suitable mechanical condition, free of rust and dents, safe and comfortable;
 - d. The vehicle must have sufficient seating capacity to carry not less than four and not more than eight passengers in addition to the driver. (The seating capacity is determined on the assumption that allowance is made for a rear seating width of approximately 400 mm (16") per passenger measured laterally along the widest part of the seat and where arm rests are positioned over such seats the measurement shall be taken between arm rests).

2. The vehicle must:
 - a. Be a saloon, estate, hatchback or multi-purpose vehicle with:
 - i. at least four doors capable of being opened outwards from the near and offside of the vehicle to an angle of at least 60 degrees, or slide open to their fullest extent;
 - ii. an engine capacity of not less than 1400cc;
 - iii. all seats facing forwards or rearwards, and each fitted with an inertia seat belt per passenger, except continuous rear seats where centre belt may be lap type; and
 - iv. a suitable space separated from the passenger compartment for the safe carriage of luggage; or
 - b. Be a large passenger carrying vehicle (with seating for no more than eight passengers), with:
 - i. at least four doors, either hinged or sliding, and a rear tail-gate that must be capable of opening to their full extent. There must be at least one door on either side of the vehicle for passenger loading;
 - ii. an engine capacity of not less than 1800cc;
 - iii. all seats facing forwards or rearwards, and each fitted with a seat belt restraint per passenger per seat; and
 - iv. a vehicle capable of carrying passengers in wheelchairs must be equipped to safely load and restrain every wheelchair and its occupant securely. The wheelchair may face either forwards or backwards. The vehicle must have a ramp or lift to load the wheelchair from the near side or rear.

3. The vehicle must not resemble a 'London' type or purpose-built taxi or be of such design to lead any person to believe the vehicle is a taxi.

Type approval

4. All vehicles must comply with British and European vehicle regulations, be approved to the standard of type M1 European Whole Vehicle Type Approval (EWVTA), and materially unaltered from the type approval specification. A certificate of conformity bearing the vehicle's unique identification number which relates to an M1 whole vehicle type approval may be required. This requirement is subject to the following provisions:
 - a. The Council may, at its discretion, accept vehicles converted and certified as conforming to a national Small Series or Low Volume Type Approval in place of the above requirement, providing no further modifications have been made to the vehicle since conversion. A certificate of conformity, bearing the vehicle's unique identification number, will be required as evidence of the satisfactory conversion.
 - b. Proprietors of vehicles which have been modified from an original type approval specification must additionally provide proof of type conformity by way of successful completion of a voluntary Individual Vehicle Approval (IVA) test to M1 standards at a Vehicle and Operator Services Agency (VOSA) testing station, following completion of the modification and with any additional equipment (e.g. wheelchair access/restraints) in place. In such cases, the original vehicle, prior to modification, must be of M1 EWVTA Approval.
 - c. Vehicles converted from other base vehicle types (e.g. M2 or N1) will not be accepted for licensing, unless converted and certified in accordance with sub-paragraph a.

Roadworthiness inspection and compliance test

5. The vehicle must attend the Council's authorised testing station and undergo a roadworthiness inspection ('MOT test'), and a compliance test against the relevant specifications set by the Council. The vehicle must satisfactorily complete both elements of the test before it may be considered for licensing.

Egress from rear seating

6. Multi-purpose vehicles (MPV's) which feature rear seating without direct unimpeded access to a door (i.e. if it is necessary to tilt or fold a seat in the middle row to gain access to a door adjacent to the middle row of seats) must feature a device enabling the rear door of the vehicle to be opened from the inside of the vehicle, permitting emergency egress from the rear seats. Under no circumstances shall a seat installed by a manufacturer be removed from the vehicle, unless replaced by a seat of identical construction and safety standards.

Age of vehicle

7. A vehicle which, on the date of issue of a licence is older than **10 years** (as calculated from the date of first registration shown on the V5C registration certificate) shall be required to complete an additional MOT and compliance test through the Council's authorised testing station, within a period of 28 days prior to the day 6 months prior to the expiry of the licence, and to submit the results to the Council no later than that day.

Dual plating

8. A vehicle will not be licensed as a private hire vehicle if it is already licensed as a hackney carriage or as a private hire vehicle, by Dacorum or by any other authority. Evidence of the surrender of any applicable licence will be required prior to the issue of a licence.

N.B. Vehicles which do not satisfy certain of the above requirements may be considered for licensing in exceptional circumstances, at the discretion of the Council. Please contact a licensing officer to discuss prior to making an application or purchasing a vehicle.



AGENDA ITEM: 7

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 November 2014
PART:	1
If Part II, reason:	

Title of report:	Licensing fees and charges 2015-16
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To outline proposals for licensing application fees in the financial year 2015-16, prior to consultation
Recommendations	That the Committee instruct officers to give any necessary public notice and conduct consultation on the proposed fees for 2015-2016, and report the results back to the Committee at its meeting in February 2015.
Corporate objectives:	Dacorum Delivers <ul style="list-style-type: none"> The proposed fees have been calculated on a cost recovery basis, and projections show that if the revised fees are adopted the costs of administering licensing schemes should be recovered.
Implications:	<p><u>Financial</u> There will be a cost in adoption of fees, as some will require public notice to be given. The proposed fee amendments are projected to result in an increase in Licensing service revenue of approximately 2% over the financial year.</p> <p><u>Value for Money</u> The proposed fees have been calculated on a cost recovery basis, with the aim of ensuring that administrative, processing and certain compliance costs are recovered in full.</p> <p><u>Risk / Equalities / Health and Safety</u> None</p>
Consultees:	This report proposes public consultation on all of the fees, with the results to be reported to a future Committee meeting for consideration.

Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

- 1.1. Dacorum Borough Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge an application fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the scheme.
- 1.2. The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed regularly (generally annually) to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits are to be carried forward to future years to be redistributed or recouped, as applicable.
- 1.3. Many licensing schemes fall within the definition of ‘services’, under the EU Services Directive, as incorporated by the Provision of Services Regulations 2009. For such schemes, fees and charges must “*be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities*”.¹ This principle was affirmed by the courts in *R (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*, although the decision of the Supreme Court to the latest appeal is currently awaited. Per the last decision, fees must reflect administrative and compliance costs, but cannot include the costs of enforcement action against unlicensed operators.
- 1.4. The table at Annex A summarises the Council’s powers to set its fees in respect of licensing applications, and any limitations on those powers.
- 1.5. It is now proposed to review and set licensing application fees for the financial year 2015-16, and the remainder of this report sets out the specific proposals in this respect.

2. PROPOSALS

- 2.1. A draft list of service-wide proposals for fees and charges, covering the period from 1st April 2015 to 31st March 2016, is appended to this report as Annex B.
- 2.2. The following comments are made on specific proposals:

Section 2: We continue to await an update from the Home Office on the status of proposals for licensing authorities to set these fees locally. Officers responded to a consultation and information request in March 2014, at the time of writing the Government response to the consultation has still not been published, despite a

¹ Reg 18(4), Provision of Services Regulations 2009

letter in the summer from the then-licensing minister Norman Baker MP indicating that this was imminent.

The first personal licences will fall due for renewal in mid-2015. The Government have stated an intention to remove the renewals process, but have to date not completed this. It now appears that a number of early-issue personal licence holders will now have to renew their licences, unless the Government rush through a legislative change in the next couple of months.

Section 3: Small increases have been proposed to some of the animal licences. This area had seen some of the largest undercharges prior to 2012, and fees have gradually increased towards cost-recovery levels since then.

Section 6: Increases of around 5-6% have been proposed for vehicle and driver licence fees this year. These fees were last changed in 2013, and the main reason for the proposed increase is an increase in the amount of time spent processing these applications, due to a majority of applicants persistently failing to complete application forms fully and/or provide required supporting documentation which is clearly requested in application packs, resulting in officers having to chase for missing details or documents. A further increase has been included on hackney carriage vehicles to recover significant expenditure relating to a change of taxi tariff (fares) this year.

Section 8.1: The setting of scrap metal licence fees is an executive function, and thus the final setting of fees for these licences will be outside of the Committee's remit.

3. RECOMMENDATIONS

- 3.1. That the Committee instruct officers to give any necessary public notice and conduct consultation on the proposed fees for 2015-2016, and report the results back to the Committee at its meeting in February 2015.

ANNEX A – SUMMARY OF POWERS TO SETT APPLICATION FEES

Section	Area	Power arises from
	General principle	Reg 18(4), Provision of Services Regulations 2009 Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.
2.1 – 2.5	Alcohol, entertainment, etc	Prescribed in regulations made by the Secretary of State under the Licensing Act 2003. Section 197A of that Act will allow licensing authorities to set fees locally on a cost-recovery basis, but is yet to be commenced.
3.1	Animal boarding	s.1(2), Animal Boarding Establishments Act 1963 Fee as may be determined by LA.
3.2	Dangerous wild animals	s.1(2)(e), Dangerous Wild Animals Act 1976 Sufficient to meet direct and indirect costs incurred
3.3	Dog breeding	s.3A(2), Breeding of Dogs Act 1973 Reasonable costs incurred in administration and enforcement.
3.4	Pet shops	s.1(2), Pet Animals Act 1951 Fee as may be determined by LA.
3.5	Riding establishments	s.1(2), Riding Establishments Act 1964 Fee as may be determined by LA. Cost of veterinary inspection.
3.6	Zoos	s.15(1), Zoo Licensing Act 1981 Sufficient to cover the reasonable expenditure incurred by the authority. Special provisions for inspections, closures, and direction making.
4.1, 4.3	Gambling notices, premises licences	Set on a cost recovery basis by the authority, up to maximum amounts prescribed in regulations made under the Gambling Act 2005. No fee chargeable for OUN's
4.2, 4.4	Gaming permits, lotteries	Prescribed in regulations made by the Secretary of State under the Gambling Act 2005
5.1, 5.2	Charity collections	No fees chargeable
6.1	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. Refundable if licence not granted.
6.2, 6.3	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. Refundable if licence not granted. <i>Maximum fees must be advertised.</i>
7.1	Hypnosis	No fees chargeable (except by London boroughs)
8.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance FEE-SETTING IS AN EXECUTIVE FUNCTION
9.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Pr'ns) Act 1982

		Reasonable fee
10.1	Skin piercing, etc	s.14(6), 15(6) , Local Gov't (Misc. Pr'ns) Act 1982 Reasonable fee

ANNEX B – DRAFT LICENSING FEES AND CHARGES 2015-16

Item	Current fee 2014-15	Proposed fee 2015-16	% chang e	
1.1 General service charges				
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.20	0.0%	
Copy of interview recording following PACE interview (per tape/disc)	15.00	15.00	0.0%	
Copy of public register entry (where kept and made available by statute) (per entry)	15.00	15.00	0.0%	
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	15.00	0.0%	
2.1 Alcohol, Entertainment & Late Night Refreshment – Club premises certificates				
Application for new club premises certificate	<i>Band A</i>	100.00	100.00	0.0%
	<i>Band B</i>	190.00	190.00	0.0%
	<i>Band C</i>	315.00	315.00	0.0%
	<i>Band D</i>	450.00	450.00	0.0%
	<i>Band E</i>	635.00	635.00	0.0%
	<i>Site under construction/development</i>	315.00	315.00	0.0%
Application for full variation of club premises certificate	<i>Band A</i>	100.00	100.00	0.0%
	<i>Band B</i>	190.00	190.00	0.0%
	<i>Band C</i>	315.00	315.00	0.0%
	<i>Band D</i>	450.00	450.00	0.0%
	<i>Band E</i>	635.00	635.00	0.0%
	<i>Site under construction/development</i>	315.00	315.00	0.0%
Application for minor variation of club premises certificate	89.00	89.00	0.0%	
Request for duplicate copy of certificate following loss/theft/damage	10.50	10.50	0.0%	
Change of name or address on club premises certificate	10.50	10.50	0.0%	
Change of club rules	10.50	10.50	0.0%	
Annual fee (payable on anniversary of grant of certificate)	<i>Band A</i>	70.00	70.00	0.0%
	<i>Band B</i>	180.00	180.00	0.0%
	<i>Band C</i>	295.00	295.00	0.0%
	<i>Band D</i>	320.00	320.00	0.0%
	<i>Band E</i>	350.00	350.00	0.0%
	<i>Site under construction/development</i>	295.00	295.00	0.0%
2.2 Alcohol, Entertainment & Late Night Refreshment – Personal licences				
Application for new personal licence	37.00	37.00	0.0%	
Application to renew personal licence	37.00	37.00	0.0%	

Item		Current fee 2014-15	Proposed fee 2015-16	% change
Duplicate copy of licence following theft/loss/damage		10.50	10.50	0.0%
Change of name or address		10.50	10.50	0.0%
2.3 Alcohol, Entertainment & Late Night Refreshment – Premises licences				
Application for new premises licence	<i>Band A</i>	100.00	100.00	0.0%
	<i>Band B</i>	190.00	190.00	0.0%
	<i>Band C</i>	315.00	315.00	0.0%
	<i>Band D</i>	450.00	450.00	0.0%
	<i>Band D with multiplier</i>	900.00	900.00	0.0%
	<i>Band E</i>	635.00	635.00	0.0%
	<i>Band E with multiplier</i>	1,905.00	1,905.00	0.0%
	<i>Site under construction/development</i>	315.00	315.00	0.0%
Application for full variation of premises licence	<i>Band A</i>	100.00	100.00	0.0%
	<i>Band B</i>	190.00	190.00	0.0%
	<i>Band C</i>	315.00	315.00	0.0%
	<i>Band D</i>	450.00	450.00	0.0%
	<i>Band D with multiplier</i>	900.00	900.00	0.0%
	<i>Band E</i>	635.00	635.00	0.0%
	<i>Band E with multiplier</i>	1,905.00	1,905.00	0.0%
	<i>Site under construction/development</i>	315.00	315.00	0.0%
Additional application fee for high-capacity premises (payable in addition to the standard application fee)	<i>Capacity: 5,000–9,999</i>	1,000.00	1,000.00	0.0%
	<i>Capacity: 10,000–14,999</i>	2,000.00	2,000.00	0.0%
	<i>Capacity: 15,000–19,999</i>	4,000.00	4,000.00	0.0%
	<i>Capacity: 20,000–29,999</i>	8,000.00	8,000.00	0.0%
	<i>Capacity: 30,000–39,999</i>	16,000.00	16,000.00	0.0%
	<i>Capacity: 40,000–49,999</i>	24,000.00	24,000.00	0.0%
	<i>Capacity: 50,000–59,999</i>	32,000.00	32,000.00	0.0%
	<i>Capacity: 60,000–69,999</i>	40,000.00	40,000.00	0.0%
	<i>Capacity: 70,000–79,999</i>	48,000.00	48,000.00	0.0%
	<i>Capacity: 80,000–89,999</i>	56,000.00	56,000.00	0.0%
	<i>Capacity: 90,000+</i>	64,000.00	64,000.00	0.0%
Application for transfer of premises licence		23.00	23.00	0.0%

Item	Current fee 2014-15	Proposed fee 2015-16	% change	
Application for variation of premises licence to specify premises supervisor	23.00	23.00	0.0%	
Application for minor variation of premises licence	89.00	89.00	0.0%	
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)	23.00	23.00	0.0%	
Application for interim authority notice	23.00	23.00	0.0%	
Request for duplicate copy of premises licence following loss/theft/damage	10.50	10.50	0.0%	
Change of name or address on premises licence	10.50	10.50	0.0%	
Annual fee (payable on anniversary of grant of licence)	<i>Band A</i>	70.00	70.00	0.0%
	<i>Band B</i>	180.00	180.00	0.0%
	<i>Band C</i>	295.00	295.00	0.0%
	<i>Band D</i>	320.00	320.00	0.0%
	<i>Band D with multiplier</i>	640.00	640.00	0.0%
	<i>Band E</i>	350.00	350.00	0.0%
	<i>Band E with multiplier</i>	1,050.00	1,050.00	0.0%
	<i>Site under construction/development</i>	295.00	295.00	0.0%
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	<i>Capacity: 5,000–9,999</i>	500.00	500.00	0.0%
	<i>Capacity: 10,000–14,999</i>	1,000.00	1,000.00	0.0%
	<i>Capacity: 15,000–19,999</i>	2,000.00	2,000.00	0.0%
	<i>Capacity: 20,000–29,999</i>	4,000.00	4,000.00	0.0%
	<i>Capacity: 30,000–39,999</i>	8,000.00	8,000.00	0.0%
	<i>Capacity: 40,000–49,999</i>	12,000.00	12,000.00	0.0%
	<i>Capacity: 50,000–59,999</i>	16,000.00	16,000.00	0.0%
	<i>Capacity: 60,000–69,999</i>	20,000.00	20,000.00	0.0%
	<i>Capacity: 70,000–79,999</i>	24,000.00	24,000.00	0.0%
	<i>Capacity: 80,000–89,999</i>	28,000.00	28,000.00	0.0%
<i>Capacity: 90,000+</i>	32,000.00	32,000.00	0.0%	
2.4 Alcohol, Entertainment & Late Night Refreshment – Temporary event notices				
Temporary event notice (standard) - submission fee	21.00	21.00	0.0%	
Temporary event notice (late) - submission fee	21.00	21.00	0.0%	
Duplicate copy of notice following theft/loss/damage	10.50	10.50	0.0%	

Item		Current fee 2014-15	Proposed fee 2015-16	% change
2.5 Alcohol, Entertainment & Late Night Refreshment – Other fees and charges				
Application for provisional statement		315.00	315.00	0.0%
Notification of legal/financial interest in premises		21.00	21.00	0.0%
3.1 Animal boarding				
Application for new animal boarding establishment licence (up to 1yr)	<i>plus vet inspection</i>	320.00	320.00	0.0%
Application to renew animal boarding establishment licence (1yr)	<i>plus vet inspection</i>	210.00	220.00	4.8%
Application to vary animal boarding establishment licence	<i>plus vet inspection</i>	150.00	145.00	-3.3%
Application for new animal boarding establishment licence (home boarding) (up to 1yr)		170.00	180.00	5.9%
Application to renew animal boarding establishment licence (home boarding) (1yr)		110.00	120.00	9.1%
Application to vary animal boarding establishment licence (home boarding)		90.00	100.00	11.1%
Veterinary inspection of premises		Recharged at cost		
3.2 Dangerous wild animals				
Application for licence to keep dangerous wild animals (2yr)	<i>plus vet inspection</i>	325.00	325.00	0.0%
Application to renew licence to keep dangerous wild animals (2yr)	<i>plus vet inspection</i>	325.00	325.00	0.0%
Application to vary licence conditions (new species/increased numbers of animals)		210.00	210.00	0.0%
Application to vary licence conditions (administrative matters only)		65.00	65.00	0.0%
Veterinary inspection of premises		Recharged at cost		
3.3 Dog breeding				
Application for new dog breeding licence (1yr)		245.00	252.00	2.9%
Application to renew dog breeding licence (1yr)		190.00	195.00	2.6%
3.4 Pet shops				
Application for new pet shop licence (1yr)		225.00	189.00	-16.0%
Application for new pet shop licence (fish only) (1yr)		150.00	142.00	-5.3%
Application to renew pet shop licence (1yr)		125.00	130.00	4.0%
Application to renew pet shop licence (fish only) (1yr)		90.00	95.00	5.6%
3.5 Riding establishments				
Application for riding establishment licence (1yr)	<i>plus vet inspection</i>	310.00	318.00	2.6%
Veterinary inspection of premises		Recharged at cost		
3.6 Zoos				
Application for new zoo licence (4yr)		2,000.00	2,000.00	0.0%
Application to renew zoo licence (6yr)		1,600.00	1,600.00	0.0%
Application to vary zoo licence		1,600.00	1,600.00	0.0%
Application to transfer zoo licence		600.00	600.00	0.0%

Item	Current fee 2014-15	Proposed fee 2015-16	% change	
Veterinary inspection of premises	Recharged at cost			
4.1 Gambling notices				
Temporary use notice submission fee	350.00	350.00	0.0%	
Duplicate copy of temporary use notice following theft/loss/damage	15.00	15.00	0.0%	
Occasional use notice submission fee	No fee	No fee		
4.2 Gambling permits				
Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	50.00	0.0%	
Licensed premises gaming machine permit	<i>Application for new permit</i>	150.00	150.00	0.0%
	<i>Conversion of s.34(5E) permit</i>	100.00	100.00	0.0%
	<i>Application for variation of permit</i>	100.00	100.00	0.0%
	<i>Application for transfer of permit</i>	25.00	25.00	0.0%
	<i>Change of name or address</i>	25.00	25.00	0.0%
	<i>Annual fee *</i>	50.00	50.00	0.0%
Club machine permit / Club gaming permit	<i>Application for new permit (standard)</i>	200.00	200.00	0.0%
	<i>Application for new permit (fast track)</i>	100.00	100.00	0.0%
	<i>Conversion of part II / III registration</i>	100.00	100.00	0.0%
	<i>Application for variation of permit</i>	100.00	100.00	0.0%
	<i>Application for renewal of permit (standard)</i>	200.00	200.00	0.0%
	<i>Application for renewal of permit (fast track)</i>	100.00	100.00	0.0%
	<i>Annual fee *</i>	50.00	50.00	0.0%
Family entertainment centre gaming machine permit	<i>Application for new permit</i>	300.00	300.00	0.0%
	<i>Conversion of s.34(1) permit</i>	100.00	100.00	0.0%
	<i>Application for renewal of permit</i>	300.00	300.00	0.0%
	<i>Change of name or address</i>	25.00	25.00	0.0%
Prize gaming permit	<i>Application for new permit</i>	300.00	300.00	0.0%
	<i>Conversion of s.16</i>	100.00	100.00	0.0%

Item		Current fee 2014-15	Proposed fee 2015-16	% change
	<i>permit</i>			
	<i>Application for renewal of permit</i>	300.00	300.00	0.0%
	<i>Change of name or address</i>	25.00	25.00	0.0%
Duplicate copy of permit following theft/loss/damage		15.00	15.00	0.0%
4.3 Gambling premises licences				
Application for new premises licence (without provisional statement)	<i>Adult gaming centre</i>	1,340.00	1,340.00	0.0%
	<i>Betting (track)</i>	1,670.00	1,670.00	0.0%
	<i>Betting (other)</i>	2,000.00	2,000.00	0.0%
	<i>Bingo</i>	2,450.00	2,450.00	0.0%
	<i>Family entertainment centre</i>	1,200.00	1,200.00	0.0%
Application for new premises licence (with provisional statement)	<i>Adult gaming centre</i>	800.00	800.00	0.0%
	<i>Betting (track)</i>	640.00	640.00	0.0%
	<i>Betting (other)</i>	800.00	800.00	0.0%
	<i>Bingo</i>	840.00	840.00	0.0%
	<i>Family entertainment centre</i>	570.00	570.00	0.0%
Application for provisional statement	<i>Adult gaming centre</i>	1,340.00	1,340.00	0.0%
	<i>Betting (track)</i>	1,670.00	1,670.00	0.0%
	<i>Betting (other)</i>	2,000.00	2,000.00	0.0%
	<i>Bingo</i>	2,450.00	2,450.00	0.0%
	<i>Family entertainment centre</i>	1,200.00	1,200.00	0.0%
Application for variation of premises licence	<i>Adult gaming centre</i>	670.00	670.00	0.0%
	<i>Betting (track)</i>	840.00	840.00	0.0%
	<i>Betting (other)</i>	1,000.00	1,000.00	0.0%
	<i>Bingo</i>	1,225.00	1,225.00	0.0%
	<i>Family entertainment centre</i>	600.00	600.00	0.0%
Application for transfer of premises licence	<i>Adult gaming centre</i>	800.00	800.00	0.0%
	<i>Betting (track)</i>	640.00	640.00	0.0%
	<i>Betting (other)</i>	800.00	800.00	0.0%
	<i>Bingo</i>	840.00	840.00	0.0%
	<i>Family entertainment centre</i>	570.00	570.00	0.0%
Application for reinstatement of premises licence	<i>Adult gaming centre</i>	800.00	800.00	0.0%
	<i>Betting (track)</i>	640.00	640.00	0.0%
	<i>Betting (other)</i>	800.00	800.00	0.0%
	<i>Bingo</i>	840.00	840.00	0.0%
	<i>Family entertainment centre</i>	570.00	570.00	0.0%
Annual fee (payable 30 days after	<i>Adult gaming centre</i>	670.00	670.00	0.0%

Item		Current fee 2014-15	Proposed fee 2015-16	% change
the licence takes effect, and then annually on the anniversary of the grant of the licence)	<i>Betting (track)</i>	670.00	670.00	0.0%
	<i>Betting (other)</i>	420.00	420.00	0.0%
	<i>Bingo</i>	700.00	700.00	0.0%
	<i>Family entertainment centre</i>	450.00	450.00	0.0%
Duplicate copy of licence following theft/loss/damage		15.00	15.00	0.0%
Change of name or address on premises licence		35.00	35.00	0.0%
4.4 Small society lottery registrations				
Registration of society		40.00	40.00	0.0%
Annual fee (payable on anniversary of registration)		20.00	20.00	0.0%
5.1 Street collections				
Application for street collection licence		No fee	No fee	
5.2 House to house collections				
Application for house to house collection licence		No fee	No fee	
6.1 Taxi and private hire drivers				
Application for HC driver licence	<i>1 year</i>	70.00	74.00	5.7%
	<i>3 years</i>	130.00	138.00	6.2%
Application for PH driver licence	<i>1 year</i>	70.00	74.00	5.7%
	<i>3 years</i>	130.00	138.00	6.2%
Application for dual driver licence	<i>1 year</i>	105.00	111.00	5.7%
	<i>3 years</i>	195.00	207.00	6.2%
Interim application for dual driver licence	<i>(+ £1/unexpired month)</i>	30.00	34.00	13.3%
Licence badge deposit (refundable on return of badge)		50.00	50.00	0.0%
Replacement licence badge		20.00	20.00	0.0%
Written local knowledge test (full test) (non-refundable)		40.00	40.00	0.0%
Written local knowledge test (conditions only) (non-refundable)		25.00	25.00	0.0%
Versant English language assessment *		28.80	28.80	0.0%
Disclosure & Barring Service (DBS) enhanced disclosure *		44.00	44.00	0.0%
External identity check (where required for DBS route 2 verification) *		7.20	7.20	0.0%
Driving licence verification check *		6.90	6.90	0.0%
6.2 Taxi and private hire vehicles				
Application for HC vehicle licence (includes compliance test fee) (1yr)		240.00	258.00	7.5%
Application for PH vehicle licence (includes compliance test fee) (1yr)		225.00	238.00	5.8%
Application for stretch limo PH vehicle licence (includes specialist compliance test fee) (6 month)		175.00	185.00	5.7%
Licence plate deposit (refundable on return of plates)		50.00	50.00	0.0%
Replacement rear (external) licence plate		20.00	20.00	0.0%
Replacement front (internal) licence plate		20.00	20.00	0.0%
Replacement front (internal) licence plate holder		2.00	2.50	25.0%

Item		Current fee 2014-15	Proposed fee 2015-16	% change
Transfer of ownership of licence/vehicle		72.50	64.00	-11.7%
Substitution of vehicle on licence (includes compliance test fee)		165.00	173.00	4.8%
Change of vehicle particulars (reg. no., colour, capacity)		55.00	55.00	0.0%
Vehicle compliance test *		54.00	54.00	0.0%
Specialist vehicle compliance test * (stretch limos)		80.00	80.00	0.0%
6.3 Private hire operators				
Application for PH Operator licence (2yr)	<i>4+ vehicles</i>	350.00	360.00	2.9%
Application for PH Operator licence (3yr)	<i>1-3 vehicles</i>	350.00	360.00	2.9%
6.4 Taxi and private hire – other fees				
Duplicate copy of licence following theft/loss/damage		15.00	15.00	0.0%
7.1 Hypnotism				
Hypnotism authorisation		No fee	No fee	
8.1 Scrap metal dealers				
Application for new scrap metal site licence		248.00	256.00	3.2%
Application for new scrap metal collectors licence		178.00	184.00	3.4%
Application to renew scrap metal site licence		232.00	240.00	3.4%
Application to renew scrap metal collectors licence		162.00	168.00	3.7%
Application to vary scrap metal licence - change of licensee details		12.00	12.00	0.0%
Application to vary scrap metal licence - change of licensed sites		68.00	70.00	2.9%
Application to vary scrap metal licence - change of site managers		35.00	36.00	2.9%
Application to vary scrap metal licence - site to collectors licence		23.00	24.00	4.3%
Application to vary scrap metal licence - collectors to site licence		80.00	83.00	3.8%
9.1 Sex establishments				
Application for new sex establishment licence		2,775.00	2,775.00	0.0%
Application for renewal of sex establishment licence		2,500.00	2,500.00	0.0%
Application for variation of sex establishment licence		1,800.00	1,450.00	-19.4%
Application for transfer of sex establishment licence		600.00	440.00	-26.7%
10.1 Skin piercing				
Application for registration of skin piercing, etc, premises		220.00	200.00	-9.1%
Application for registration of skin piercing, etc, operator		115.00	89.00	-22.6%

Key

* Fee is rechargeable on a full cost recovery basis, and will be adjusted automatically in accordance with any variation of the fee charged by the council's supplier.

Fee prescribed in legislation

Fee set within prescribed maxima

8. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the item in Part II of the Agenda for the meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to:

DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

29 APRIL 2014

Present –

MEMBERS:

Councillors Lawson (Chairman), Bhinder, Conway, Fantham, Mrs Green, Link, Peter, Ryan, G Sutton, R Sutton, Taylor and Whitman

OFFICERS:

S Scrowther	Solicitor
R Hill	Licensing Team Leader
S Taylor	Lead Licensing Officer
T Coston	Member Support Officer

The meeting began at 7.00 pm

1. MINUTES

The minutes of the meeting held on 4 February 2014 were confirmed by the Members present and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor G Chapman. Councillor R Sutton substituted for Councillor G Chapman.

3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. LICENSING SERVICE UPDATE – APRIL 2014

R Hill advised the committee of the following figures which were unavailable at the time of the agenda being completed:

- ❖ 443 premise licences in force within the Borough
- ❖ 43 club premise certificates
- ❖ 353 authorised sale of alcohol licences

Councillor Mrs Green referred to paragraph 5.3 and expressed her concern for licence refusals being overturned by councils regarding charitable collections. R Hill explained that the case in question wasn't local, it was within Cardiff Council, but was relevant due to policy changes in the near future.

Resolved:

The Licensing and Health & Safety Enforcement Committee noted the report.

6. LEGISLATIVE CHANGES TO LICENSING SCHEMES

S Taylor explained the first part of the report set out changes proposed within the Deregulation Bill; paragraphs 2.1 to 2.8 set out the proposed areas of de-regulation of the Licensing Act 2003, and paragraphs 2.9 to 2.11 highlighted the impact of provisions in the Bill for licensing of Hackney Carriage and Private Hire vehicles. Paragraphs 3-9 provided an update on other changes that will affect the Licensing Service now and in the near future.

R Hill advised section 10 was for information purposes and details had already been circulated to members via email and paper copies had been placed in the group rooms.

Councillor G Sutton referred to page 15 and sought clarification between the minimum and maximum prices for cider as there was a significantly high price difference between them. R Hill replied that the price difference related to the definition of cider and sparkling cider, and the content of juice levels in the cider.

Councillor Lawson asked if there had been any applications for the forthcoming World Cup games. R Hill advised there had been some enquiries from pubs for temporary events notices and if premises wished to hold any other activities, such as a post-match disco, they would need to approach the council for a temporary event notice. He explained that the Government had relapsed the hours of alcohol sales during any England match through the tournament. He said that all members of Pub-watch had been informed of the relapsed hours and the requirement of temporary event notices.

Councillor Whitman referred to page 15 and asked if there would be an impact on pub sales in accordance with the changes of minimum alcohol prices. R Hill said they had been advised by Government that there would be very low impact on pubs, according to an impact survey that was carried out.

Resolved:

The Licensing and Health & Safety Enforcement Committee noted the report.

7. REVIEW OF STANDARD CONDITIONS FOR ANIMAL RELATED LICENCES

R Hill explained that the council were responsible for six types of animal related licences, and they had a standard set of conditions which have been attached to licences and have been for a number of years. He said they are now proposing an overhaul of those conditions and bring them up to date in accordance with the CIEH (Chartered Institute of Environmental Health).

Councillor G Sutton asked if there was a possibility to look in to licensing for professional dog walkers as he felt some individuals were irresponsible by not picking up dog faeces and allowing the dogs to be off the lead. He said there should also be a limit on the number of dogs per individual walker. Councillor Mrs Green echoed Councillor Suttons view and felt it was an area of concern. R Hill said he could contact DEFRA (Department for Environment, Food and Rural Affairs) at the committees request to discuss producing a local piece of legislation.

Councillor Taylor asked if there was any legislation that covered dog walkers. R Hill confirmed there was not.

Councillor Lawson asked the committee if they would like R Hill to contact DEFRA to discuss the matter. All members of the committee agreed they would like R Hill to investigate.

Resolved:

The Licensing and Health & Safety Enforcement Committee instruct officers to begin consultation with licence holders on revising the councils standard conditions for animal boarding establishment licences, dog breeding establishment licences and pet shop licences, as per the model conditions attached to the report, and for riding establishments following discussions with suitable advisors and businesses, and report the results to a future meeting of the committee.

Councillor Bhinder arrived at 7:18 pm.

8. DELEGATION OF POWERS TO SUB-COMMITTEES AND OFFICERS

R Hill noted the report may have been misleading and there was no proposed delegation to the Licensing and Health & Safety Enforcement Sub-Committee, just to officers.

Resolved:

The Licensing and Health & Safety Enforcement Committee delegated responsibility for the exercise of those powers listed in Annex A of the report to the Councils Assistant Director (Chief Executives Unit).

The meeting ended at 7:21 pm