

***Conditions subject to which a Licence to Keep
an Animal Boarding Establishment is Granted
with respect of Catteries***

1. Animals will at all times be kept in accommodation that is adequate in construction and size.
2. Each cat must be provided with a separate unit, except that cats from the same household may share a unit, subject to the written consent of the cat's owner and the unit size being adequate.
3. No animals other than cats are to be boarded within the licensed facilities without the written approval of the Council.
4. Holding pens may be provided for temporarily housing a cat for not more than 24 hours. Holding pens, if provided must comply with conditions as required for main units except for those relating to size. Holding pens must comprise a minimum area of 1.13m² with a maximum height of 0.9m.
5. All accommodation to which animals have access, including sleeping quarters, ceilings of cages, walls and doors must either be lined or so constructed that they are impervious and readily cleanable. Exposed wood will not be permitted even if regularly decorated.
6. Accommodation shall conform to the following minimum dimensions:
 - (a) In the case of individual compartments, where there is inadequate room for exercise but access is allowed to an adjoining exercise area, minimum dimensions must be a height of 1.0m and with a floor area of 0.8m². (See conditions 2).
 - (b) In the case of chalet-type compartments where integral exercise areas are provided, minimum dimensions must be a height of 2.0m and a floor area of 1.5m² for a single cat, or 3.0m² for up to a maximum of 3 cats. Sleeping accommodation may be provided within the chalet, and should be to a minimum height of 0.8m with a floor area of 0.8m². (Or 1.5m² for up to a maximum of 3 cats from same household).
7. In all cases where multiple tiered accommodation is provided, the design must be such that no waste matter or other debris can fall from one compartment into another.
8. The sleeping accommodation should be so constructed that draught and damp is excluded, and adequate facilities are available to maintain a temperature between 10⁰ Centigrade and 26⁰ Centigrade at any time. Ventilation shall be adequate to maintain the atmosphere of the sleeping quarters clean and draught free and prevent overheating in hot weather.
9. A 'minimum-maximum' thermometer must be provided in each unit block and isolation unit.
10. The accommodation shall be lighted by a source of daylight with adequate supplementary artificial light to allow the proper working and cleaning of the compartments.
11. All animals must be adequately exercised.
12. Cat compartments where there is inadequate room for exercise shall be serviced by a fully paved and securely enclosed exercise area of adequate size.
13. Cats accommodated in cages of less than 1.5m² must have exercise periods in an enclosed area of at least 2.0m² and a height of 2.0m for 10 minutes twice a day.
14. All animals must be provided with a bedding area or bench large and suitable enough to allow the animals to lie comfortably. Where bedding is used it shall be maintained in a clean and dry state. Moveable benches shall be removed for thorough cleaning at least twice weekly.
15. Litter trays containing approved material, which are easy to clean and impermeable must be provided. These must be of an approximate minimum dimension of 45x30x7.5cm. These must be emptied and cleaned in the morning and changed if necessary at any time during the day if found to be unduly soiled.
16. Sawdust must not be used as litter as this clogs the cat's paws and fur and may be ingested by the cat.

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17. The accommodation and ancillary establishment, kitchen, corridors, runs, etc shall be maintained in a state of cleanliness conducive to maintenance of disease control and animals comfort. All excreta and soiled materials shall be removed at least once daily and more often if necessary from all living compartments and exercise areas. The floors of living compartments must be kept clean and dry.
18. Facilities shall be provided for the collection of all used bedding and cat litter and other waste material which should be disposed of in a manner approved of by the county authority.
19. Animals must be adequately supplied with suitable food, with at least two meals a day approximately 8 hours apart.
20. All animals boarded must have an individual adequate supply of wholesome drinking water available at all times.
21. Feeding utensils shall be satisfactorily cleaned or disposed of after each feed. A kitchen must be provided for preparing the animals' food and must be kept clean and vermin-free at all times. Refrigeration facilities must be provided where fresh meat is used. All bulk supplies of food must be kept in rat and mouse-proof containers.
22. Compatible with the protection of animals from insecticide poisoning, precautions must be taken to eliminate flies throughout the establishment.
23. All reasonable precautions must be taken to prevent and control the spread among animals, staff and visitors of infectious or contagious disease.
24. In order to prevent and control the spread of infectious and contagious disease, the following matters must be complied with:
 - (a) Cats shall be inoculated against feline infectious enteritis feline respiratory disease and felv and other relevant diseases and shall not be accepted for boarding unless accompanied by an up to date vaccination certificate.
 - (b) Routine disinfection of a cage or kennel at the change of occupancy is required, or every seven days whichever is the shorter compatible with the protection of animals from disinfectant poisoning. Common areas shall be disinfected at least twice per week.
 - (c) Cleaning at change of occupancy must include a complete change of bedding, and cleansing of feeding utensils.
 - (d) The design of the accommodation shall be such that no cross-contamination can occur between units of accommodation from waste matter and other debris. Solid partitions are required between exercise areas, where provided.
 - (e) Adequate isolation facilities must be provided for sick animals. These facilities must be isolated from all other animals, and animals in them must be kept under special observation and properly cared for. Staff must ensure adequate disinfection of clothing, footwear and hands after visiting sick animals.
25. Vaccinations must have been completed at least four weeks before the first date of boarding. The record of vaccination must be kept on site throughout the period that the cat is boarded.
26. Isolation units must contain a means of maintaining the temperature at a level suitable for the condition of the cat, and dependent upon veterinary advice. However, the temperature in the isolation unit must not be allowed to rise above 26° Centigrade or fall below 13° Centigrade.
27. A veterinary surgeon either employed by the animal's owner or the establishment as appropriate must be called in case of signs of disease, injury or illness, where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
28. While animals are boarded at the establishment there must always be someone resident at the premises. This requirement may be interpreted to include residents of immediately adjacent premises. The animals must be visited at intervals of not less than two hours starting at 0800 hours until 1800 hours. It is advisable to make a further check between 2100 hours and midnight.

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29. The licensee shall ensure that a responsible person shall at all times be in, or within, reasonable distance from the premises for the purpose of giving warning and taking other necessary steps in the event of fire or other emergency. In case of absence of the responsible resident, the licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name and address and telephone number of such person shall be displayed in legible characters on the front door, or windows of the premises, and be notified to the local fire brigade and police.
 30. The establishment shall procure fire prevention advice from the fire prevention officer of the area fire authority and implement such advice.
 31. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where cats are to be evacuated to, in the event of a fire or other emergency.
 32. Heating appliances must not be sited in a location or manner where they may present risk to cats, especially from fire.
 33. A register must be kept of all cats boarded to include the following:
 - date of arrival and unit number
 - name of cat, any identification marks
 - description, breed, age and gender of cat
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of cat's veterinary surgeon
 - anticipated and actual date of departure
 - health, welfare and nutrition requirements.
- Such register to be available for inspection at all times by an officer of the district authority, veterinary surgeon, or veterinary practitioner authorised under section 2(1) of this Act. The register must be available also to members of staff of the establishment at all times.
34. Records must be kept available for a minimum of 24 months, where records are computerised a hard copy must be kept.
 35. Each unit must be clearly and permanently numbered, and must carry a notice giving the name of the owner, the name and a description of the cat, its date of arrival and date of departure. Other relevant information such as feeding habits and frequencies, medical treatments etc may be stored on this fixture, but must not obscure the primary information.
 36. All reasonable precautions shall be taken to prevent illegal access to or escape of the animals.
 37. All vehicles used by the establishment for the transportation of cats must be kept clean. Cats must be transported in cages/baskets or boxes of adequate size and construction (including sneeze barriers to control the spread of infectious diseases), and be provided with adequate ventilation. All vehicles must be secure.
 38. To prevent illegal access, or the escape of animals, all doors must be fitted with self-closing devices and there shall be at least two inward opening doors or gates before contact with the animals. The living compartments and exercise areas must at all times be kept sufficiently secure to prevent the accidental escape of animals.
 39. Washing and lavatory facilities must be available for staff.
 40. A well stocked first aid kit suitable for use on cats based on advice from your veterinary officer must be available and accessible on site.
 41. An accident book shall be provided to record details of accidents and dangerous occurrences.
 42. Staff shall be advised to be regularly vaccinated against Tetanus.
 43. A copy of the licence must be suitable displayed to the public in a prominent position in the boarding establishment.