

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Pre-Inspection Audit – Providing Boarding in Kennels for Dogs**

Prior to your inspections being carried out:

- Provide a plan of the premises giving the location of the numbered kennels and dimensions of sleeping areas and runs.

Notes:

- The name of the licence holder and the licence number must be prominently displayed on any website used for the activity.
- The licence holder must keep all records for at least three years beginning with the date on which the record was created.
- The licence holder must register with a veterinarian.
- Timber, if used, must be of good quality, well-kept and any damaged areas sealed or over clad. Wood must be smooth and treated and properly maintained to render it impervious.
- Interior surfaces, including floors, must be smooth, impervious and able to be disinfected.
- Insulation and temperature regulation must keep the temperature in the sleeping area above an absolute minimum of 10°C.
- Sleeping area must be at least 1.9m² if built after 1st October 2018.
- All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape and dig proof structure. Where metal bars and/or mesh and/or frames are used, they must be of suitable gauge (minimum 2mm diameter, approximately British Standard 14 gauge) with spacing adequate to prevent dogs escaping or becoming entrapped.
- Gaps or apertures must be small enough to prevent a dog's head passing through, or entrapment of any limb or body parts. To protect against entrapment any such gaps must prevent the passage of a 50mm sphere, or smaller if appropriate.
- Dogs must not be left unattended in any situation or for any period likely to cause them distress.
- Dogs exercised outside of the premises must be kept on a lead at all times and must wear an identity tag with the licence holder's name and contact details.
- No more than four dogs can be walked at the same time.
- A suitable range of muzzles of varying sizes and a suitable dog catching device (e.g. pole) must be kept on site.
- A designated key holder must be within reasonable travel distance and available to attend in an emergency.
- In a non-domestic setting, an emergency contact name / number must be displayed on the outside of the premises.

If any minor failings are identified during your inspection, you may be given a 2 week period to evidence the requirements have been met. If these minor failings are not addressed satisfactorily within the stated period, then this will result in a **1 Star, 1 Year Licence**. However, a new applicant must achieve minimum standards and cannot be issued with a 1 Star Licence.

1 Star Licensed Premises (minor failings) must achieve minimum standards upon renewal, otherwise the Licence will not be renewed.

This pre inspection audit does not list all of the licence conditions and guidance. You must refer to the conditions and guidance in full. This is a Yes/No exercise to ensure that you have the necessary procedures in place to meet the minimum standards, in advance of your licensing inspection. This is not a mandatory document, but aims to assist you in your preparation.

Part A – General Conditions (Schedule 2 of the Regulations)

Condition	Guidance	Condition met YES/NO
<p>4.0 Staffing 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.</p>	<ul style="list-style-type: none"> • The training policy must be reviewed and updated on an annual basis and must include: <ul style="list-style-type: none"> ○ annual appraisal ○ planned continued professional development ○ recognition of knowledge gaps ○ Use of online courses and literature ○ If no staff are employed the licence holder must demonstrate their own knowledge development. • It will be applicable to any members of staff and can be shown by engagement with courses, written or online learning, keeping up to date with any research or developments for specific species and the documentation of the annual appraisal. • Evidence of staff attendance or completion of the training must be provided 	
<p>5.0 Suitable Environment 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.</p>	<ul style="list-style-type: none"> • Unit doors should open inwards to protect the health and safety of attending staff. Where this is not feasible there must be a documented procedure in place to demonstrate the safety of staff. • For kennels where there are facing dog units accessed by an indoor corridor, the corridor must be at least 1.2 m wide. If this is not feasible, demonstrable measures must be in place to protect the safety of staff e.g. routes taken to remove dogs from kennel units and where dogs are placed within the establishment. • Each unit should have minimum headroom height of 1.8m and be designed to allow staff to access dogs and clean all parts of the unit safely. Where this is not feasible there must be a documented procedure in place to demonstrate the safety of staff. 	

<p>5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.</p>	<ul style="list-style-type: none"> • Kennels, including outside runs, must be inspected daily and kept in a clean condition, in accordance with the documented cleaning and disinfection procedure. • Kennels must be disinfected at least once a week and at occupancy change. • Faeces must be removed from all areas as often as necessary and in any case a minimum of twice a day. 	
<p>6.0 Suitable Diet 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.</p>	<ul style="list-style-type: none"> • Dogs must be monitored if they remain inappetent (without appetite) for longer than 24 hours and if there are concerns, veterinary advice must be sought. • Water intake must be checked and veterinary advice sought if dog is not drinking or is drinking excessively. • Dogs displaying significant weight loss/gain must be evaluated by a veterinarian and treated as necessary. • Veterinary advice must be followed if feeding debilitated, underweight or ill dogs, or those with specific dietary requirements 	
<p>7.0 Monitoring of behaviour and training of animals 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.</p> <p>7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.</p>	<ul style="list-style-type: none"> • A documented programme must be available setting out enrichment both inside and outside including grooming, socialisation and play. All dogs must receive appropriate toys and / or feeding enrichment unless veterinary advice suggests otherwise. Items must be checked daily to ensure they remain safe and must not be left with dogs when staff are not on the premises. • The behaviour of individual dogs must be monitored daily and changes in behaviour and/or behaviours indicative of suffering, stress, fear, aggression and anxiety must be recorded and acted upon. All staff must be able to identify dogs that are anxious or fearful about contact. • Advice must be obtained where necessary from a suitably qualified clinical animal behaviourist. • Dogs likely to, or showing, signs of being nervous or stressed must be located in a suitable part of the establishment, bearing in mind their individual disposition. This could include: elderly dogs; nervous dogs; dogs on some medications. Where a dog shows signs of being nervous, stressed or fearful, steps must be taken to address this. 	

<p>7.5 All immature animals must be given suitable and adequate opportunities to— (a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and (b) become habituated to noises, objects and activities in their environment.</p>	<ul style="list-style-type: none"> • Documented processes must be in place to accommodate the needs of dogs under one year of age. 	
<p>8.0 Animal Handling and Interactions 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.</p>	<ul style="list-style-type: none"> • People must have the competence to handle dogs correctly. A protocol must be in place for dealing with difficult dogs, to include members of staff appropriately trained in dog handling and the use of appropriate equipment. They must also have the ability to recognise and act upon undesirable behaviours, and those dogs that are anxious or fearful. 	
<p>9.0 Protection from Pain, Suffering, Injury and Disease 9.1 Written procedures must— (a) be in place and implemented covering— (i) feeding regimes, (ii) cleaning regimes, (iii) transportation, (iv) the prevention of, and control of the spread of, disease, (v) monitoring and ensuring the health and welfare of all the animals, (vi) the death or escape of an animal (including the storage of dead animals); (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.</p>	<ul style="list-style-type: none"> • The procedures must demonstrate how the conditions outlined in the Defra guidance document are met. 	

<p>9.2 All people responsible for the care of the animals must be made fully aware of these procedures.</p> <p>9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p>9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.</p> <p>9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.</p> <p>9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose</p>	<ul style="list-style-type: none"> • Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably expected to be carrying serious infectious diseases. • Where isolation facilities are provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If not the stated isolation protocols must be followed. • An up-to-date veterinary vaccination record must be seen to ensure that dogs have current vaccinations against canine parvovirus, canine distemper, canine adenovirus/infectious canine hepatitis, leptospirosis and other relevant diseases. Vaccination against diseases such as kennel cough (Bordetella bronchiseptica/Canine parainfluenza virus) may be required by the establishment. • Primary vaccination courses must be completed at least 2 weeks before boarding. • If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with a product authorised by the Veterinary Medicines Directorate (VMD) and licensed for use in the UK. Treatment must be discussed with a veterinarian before administration. Consent from the owner is required. • The name, address and telephone contact number, including out of hours provision, of the veterinarian used by the establishment must be displayed in a prominent place, close to the telephone and accessible to all members of staff. The veterinary practice must be in a reasonable travel distance. • The licence holder must keep a record of all euthanasia and the identity of the qualified veterinarian that carried it out. The owner or designated main point of contact must be contacted to give consent. Unless imperative for the welfare of the dog, euthanasia must not take place until consent is given. 	
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<p>9.13 All animals must be checked at least once daily or more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.</p>	<ul style="list-style-type: none"> • Presence or absence of faeces and urine must be monitored daily. Any abnormalities in excreta must be recorded and acted upon as appropriate. • Dogs must be handled at least twice daily as part of their care and enrichment regime, unless handling them would pose a risk to kennel employees or cause stress to the dogs. 	
<p>10.0 Emergencies 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.</p> <p>10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.</p>	<ul style="list-style-type: none"> • Entrances and fire exits must be clear of obstructions at all times. • Suitable firefighting, prevention and detection equipment must be provided and maintained in good working order. Any buildings must have at least one working smoke detector (or other suitable fire detection system) installed in a suitable location on each separate level / floor of the property and there must be at least one carbon monoxide detector. • An emergency drill programme must be in place with annual testing, or as determined by fire risk assessments. All new members of staff must have this as part of their induction programme. • There must be a plan for accommodation of the dogs should the premises become uninhabitable. • There must be a documented policy in place for dealing with emergencies, including extremes of temperature and weather conditions (both hot and cold). • All electrical installations must be installed by appropriately qualified persons and maintained in a safe condition; and sited such that they do not present a risk. • All equipment must be maintained in a good state of repair and serviced according to manufacturer's guidelines. 	

Part B – Specific Conditions (Schedule 4, Part 2 of the Regulations)

Condition	Condition met YES/NO
<p>7.0 Suitable Environment</p> <p>7.3 Each kennel unit must be clearly numbered and there must be a system in place which ensures that relevant information about the dog or dogs in each kennel unit is available to all staff and any inspector.</p>	
<p>9.0 Records</p> <p>9.1 A register must be kept of all the dogs at the premises which must include—</p> <ul style="list-style-type: none"> (a) the dates of each dog’s arrival and departure; (b) each dog’s name, age, sex, neuter status, microchip number and a description of it or its breed; (c) the number of any dogs from the same household; (d) a record of which dogs (if any) are from the same household; (e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details; (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency; (g) the name and contact details of the dog’s normal veterinarian and details of any insurance relating to the dog; (h) details of each dog’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise; (i) details of the dog’s diet and related requirements; (j) consent forms; (k) a record of the date or dates of each dog’s most recent vaccination, worming and flea treatments; (l) details of any medical treatment each dog is receiving. 	

Written Consents

- **Informed written consent from owners must be obtained to enable a dog to be walked outside the facility.**
- **Dogs from different households must not be mixed, including in exercise areas and when being walked, unless prior written consent has been obtained from the owners.**
- **The owner must stipulate what mixing is to take place i.e. whether it is mixing with dogs selected by the proprietor or with named dogs only.**
- **Only dogs from the same household may share a kennel unit. Where dogs share a unit, the owner's written authorisation must be obtained and dogs must be monitored. Consent from the owner must also include authority for separating dogs, should problems arise.**
- **Consent to seek veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian.**
- **Written consent between the dog owner and licence holder must be obtained with regards to which veterinarian is to be used when dog is first placed with licence holder.**

Star Ratings:

Each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible, each premises will need to have covered all of the standard conditions, including all required consents, policies and procedures. In order to meet the highest possible rating for both the high and low risk categories in the scoring matrix, certain higher standards must be met. The higher standards are classified into two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher standards.

Required

- Staffing levels will be up to 1 full-time equivalent attendant per 15 dogs kept.
- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities must be provided. This can be achieved by, for example, inclusion of raised platforms.
- All individual dogs must be inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800).
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit.
- A member of staff must be on site at all times
- The sleeping area must be at least 2.85m².
- There must be a documented daily enrichment plan setting out two or more sessions per day.
- There must be separate buildings used for different activities with separate staff and separate equipment.

Optional

- A member of staff with a relevant OFQUAL regulated Level 3 qualification must be present during the working day.
- Ventilation must be a managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.
- A noise management plan must be in place e.g. physical barriers, sound absorbing build structure, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period