

ANIMAL WELFARE AND LICENSING POLICY

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ANIMAL WELFARE AND LICENSING POLICY

1. Purpose

The purpose of this Policy is to provide applicants, licensees, authorised officers, Magistrates and the general public with a consolidated document outlining how the Council will undertake its statutory functions in relation to animal welfare and licensing.

The Policy aims to align the Council's approach with statutory guidance and best practice and ensure transparency for its key stakeholders.

2. Scope

This Policy relates to the Council's statutory functions under the following legislation:

- Animal Welfare Act 2006
- Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Environmental Protection Act 1990
- Microchipping of Cats and Dogs (England) Regulations 2023
- Zoo Licensing Act 1981



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3.0 Introduction

This Policy sets out how the Council will exercise its functions under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, the Animal Welfare Act 2006, Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981.

It will be reviewed at least every 3 years following first approval, and at other times where considered necessary, for example, to reflect significant changes in relevant legislation or guidance.

This Policy sets out the principles we will use when dealing with applicants and licence holders with whom the Council is responsible for.

This Policy provides guidance to any person with an interest in Animal licensing. In particular, but not exclusively:

- Applicants for licenses,
- Existing licence holders whose licences are being reviewed,
- Licensing Officers,
- Members of the Licensing Committee, and
- Magistrates' hearing appeals against local authority decisions.

This Policy sets out the criteria to be taken into account by the Council when determining whether or not an applicant or an existing licence holder is suitable to be granted, have renewed or continue to hold a licence. In addition to criminal convictions the Council will also take into account other factors such as general character, compliance with licence requirements/guidance/conditions, non-criminal behaviour and police or other relevant records or information from reliable sources.

Any general reference to 'guidance' in this Policy is reference to the 'Animal activities licensing: guidance for local authorities' produced by DEFRA. This guidance can be viewed in full here: <https://www.gov.uk/government/publications/animalactivities-licensing-guidance-for-local-authorities>. If any other guidance is referenced in this Policy, specific details will be provided.



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3.1 Amendments and Departure from the Policy

When exercising its discretion in carrying out its regulatory functions, the Council will have regard to this Policy and the principles set out therein.

Notwithstanding the existence of this Policy, each application, complaint, and enforcement case will be considered on its own merits.

Where an applicant is able to demonstrate that a minor departure from the requirements set out in this Policy (based on their own individual circumstances) would still achieve the licensing principles, the Environmental Health Manager may authorise a licence to be issued accordingly.

Where it is necessary for the Council to depart substantially from this Policy, clear and compelling reasons for doing so must be given. The Environmental Health Manager may authorise a departure from the Policy in accordance with this section if they consider it necessary in the specific circumstances and in consultation with the relevant Executive Head. Note that where a condition of a licence or process of application is mandatory or statutory, it will not be possible to override these requirements using this provision.

Any significant amendment to this Policy will only be implemented after consultation with key stakeholders and the adoption of any changes by Full Council in accordance with the Council's Constitution.

Minor amendments to this Policy may be authorised by the Environmental Health Manager, in consultation with the relevant Executive Head undertaken in accordance with the Council's Constitution.

3.2 Data Protection

The Council will maintain a register of all licence holders and all stray dogs under the relevant legislation. Any person is permitted to obtain a copy of this information from the Council. The public register of licence holders is available via the Council's website. Any licence holder named on the public register may opt out of being included on said register by contacting the Council.



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3.3 Fees and Charges

The Council may charge its customers for a number of services provided in accordance with the relevant legislation. Fees and charges, whether statutory (i.e. set by the Government) or set by the Local Authority can be found at: <https://www.havant.gov.uk/our-organisation/budgets-and-spending/prices-council-services>

4.0: Animal Welfare

Havant Borough Council is responsible for a number of animal welfare considerations, including the investigation of some offences committed under the Animal Welfare Act 2006 and other relevant legislation.

Any person who owns, keeps, works with, or has responsibility for an animal (including on a temporary basis) is legally obliged to ensure the animal's welfare needs are met by providing for these five basic needs, as listed under section 9 of the Animal Welfare Act 2006:

- a) The need for a suitable environment (by providing an appropriate environment including shelter and a comfortable resting area);
- b) The need for a suitable diet (by ready access, where appropriate, to fresh water and a diet to maintain full health);
- c) The need to be able to exhibit normal behavior patterns (by providing sufficient space, proper facilities, and the company of an animal of its own kind, where appropriate);
- d) Any need to be housed with, or apart from, other animals (by providing the company of an animal of its own kind, where appropriate); and
- e) The need to be protected from pain, suffering, injury, and disease (by prevention or rapid diagnosis and treatment and ensuring conditions and treatment which avoid mental suffering).

4.1 Enforcement

Any enforcement action undertaken by the Council will be in line with the Environmental Health and Licensing Enforcement Policy. The Council may depart from this Policy where there are exceptional or compelling reasons to do so.



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In some circumstances, the Council may not be the 'lead' enforcement agency for investigating offences. Instead, offences may be investigated by the Police or RSCPA, with support from the Council where required.

Appendix A provides a matrix of the relevant offences under the Animal Welfare Act 2006, and the enforcement agency (or agencies) that will typically deal with the investigation of these offences.

5.0 Stray Dogs

Section 149 of the Environmental Protection Act 1990 requires Havant Borough Council, as the local authority, to appoint an officer for the purpose dealing with stray dogs found in the area of the authority. The Council has appointed Animal Welfare Officers for this purpose.

The responsibilities of an Animal Welfare Officer include the seizure and detention of stray dogs and their subsequent return to owners, rehoming or destruction. This includes dogs specified under the Dangerous Dogs Act 1991.

The purpose of this section of the Policy is to outline the procedure for dealing with reports of stray dogs. This section of the Policy applies to:

- a) A report of a dog loose in the Borough;
- b) A report of a dog found and retained the Borough;
- c) A report of a deceased dog found in the Borough.

This section of the Policy shall be referred to by any officer authorised by the Council to collect and handle stray dogs.

5.1 Background

Animal Welfare Officers are responsible for ensuring the welfare and safe handling of stray dogs, in addition to assisting the Police with dangerous dogs, advising pet owners about animal behaviour and reducing potential nuisance issues from barking, educating the public about responsible dog ownership and the licensing of animal establishments.

The Animal Welfare Officers are experienced in working with animals, ranging from



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domestic animals (dogs & cats), reptiles, small mammals and horses. Officers regularly attend training seminars and courses to keep up to date with animal welfare standards, legislation and best practice.

5.2 Procedure for report of stray dog (loose)

A report of a dog loose in the Borough is most likely to be received via telephone, although on rare occasions the Council may be notified via email or by a customer attending Council premises in person.

An Animal Welfare Officer shall endeavour to attend a report of a loose, stray dog in the Borough; however, this may not always be possible depending on the circumstances and whether or not the report is urgent. The Animal Welfare Officer(s) will endeavour to collect stray dogs during working hours (Monday to Thursday 09:00 and 17.00, Friday 09:00 to 16:30).

The Animal Welfare Team shall have written procedures for responding to a report of a loose, stray dog.

5.3 Procedure for report of stray dog (held)

A report of a stray dog, found and held by a member of the public, is most likely to be received via telephone or email. On rare occasions, the Council may be notified via email or by a customer attending Council premises in person.

An Animal Welfare Officer shall endeavour to attend a report of a held, stray dog in the Borough; however, this may not always be possible depending on the circumstances. The Animal Welfare Officer(s) will endeavour to collect stray dogs during working hours (Monday to Thursday 09:00 and 17.00, Friday 09:00 to 16:30). Should the customer be willing to do so, the Animal Welfare Officer may advise them to transfer the dog to approved kennels themselves.

The Animal Welfare Team shall have written procedures for responding to a report of a loose, stray dog.

5.4 Out of Hours Reception

The Council's appointed out-of-hours reception for the purposes of dealing with stray



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dogs is located at Three Oaks Boarding Kennels, Botley Road, Bishops Waltham, Southampton, SO32 1DR.

The reception will take calls reporting lost and found dogs in the Borough, outside of the office hours referred to in 5.2 and 5.3 above.

5.5 Procedure for collection of stray dogs

An Animal Welfare Officer shall liaise with the customer to collect the stray dog as soon as possible or, in the case of a held stray dog, at a convenient time. Dogs should be collected within 24 hours of the initial report being received.

A dog may not be collected from private land without the permission of the owner or occupier of that land.

Animal Welfare Officers will only collect dogs during office hours.

When arriving on site, the Animal Welfare Officer shall immediately undertake a dynamic risk assessment of the situation, taking into account of the following:

- Risk to members of the public;
- Risk to the officer(s) collecting the dog;
- Whether the dog is in a contained or open location;
- Whether the dog is close to a busy road;
- How many dogs are on site;
- Whether the dog has shown any signs of aggression;
- The previous history of the dog, if known;
- Whether the dog is injured;
- Whether the dog is wearing a collar, harness or similar;
- Whether the dog has been secured by a member of the public;
- Any other factors the Officer considers relevant.

When undertaking the dynamic risk assessment, the Officer shall consider whether the support of another Officer and/or the Police; and/or the Highways Agency; and/or another person or body; would be of benefit in controlling the situation.

Once the situation and the temperament of the dog have been assessed, the Officer shall take the dog into their possession using the appropriate equipment. Whilst a



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slip lead will usually be sufficient, Personal Protective Equipment (PPE) should be used where required.

Further risk assessment will be required by the Officer when trying to catch a loose dog. If the risk of catching the dog with basic equipment and PPE is too high, consideration may be given to contacting a local veterinary clinic to discuss the use of tranquilisers or dart guns. Note that no veterinary clinics in the Borough currently that are licensed to use dart guns, but the Officer may contact the Police for assistance with locating one from further afield.

Once the dog has been collected, The Officer shall check the dog for any injuries or health problems. A visual assessment will typically be adequate to determine whether there are any signs of injury or pain. If injury or pain is apparent, the Officer shall arrange immediate veterinary treatment with a reputable veterinary clinic that provides efficient and humane treatment.

Any dog collected by out-of-hours reception staff will also be subject to the same visual assessment for signs of injury or pain. If injury or pain is apparent, the out-of-hours reception will arrange immediate veterinary treatment with a reputable veterinary clinic that provides efficient and humane treatment.

The dog's keeper will be liable for any vet fees incurred. Where the dog is unclaimed, the Council will cover any fees incurred.

The Officer shall check the dog for identification. This may be any of the following forms:

- Collar with identity tag
- Tattoo on either or both ears
- Microchip

The Animal Welfare Team shall written procedures for scanning a dog for a microchip and ensuring that scanning equipment is used and maintained as per manufacturer's instructions.

If a microchip is found, the Officer will record the chip number and check UK compliant databases for records. Where possible, the details of the dog's registered keeper will be obtained.



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It is recognised that registered keepers' details may be out of date, particularly where a person moves home or changes their contact details and does not update the microchip with these details.

When transferring a dog into a vehicle, such as the Council's van, care should be taken to ensure the safety of the Officer and the dog:

- When leaving van doors open, ensure that they are secured so that they cannot suddenly slam shut.
- Encourage the dog to jump into the van in the first instance.
- Where it is necessary to lift the dog into the van, Officers should refer to their manual handling training, avoid putting their face too close to the dog's face, and ensure that the dog's weight is properly supported.
- Any crates should be closed and secured.
- The van doors should be locked and secure.

The Officer shall take reasonable steps to reduce stress to the dog whilst travelling in a vehicle, particularly if the dog is apprehensive or anxious. It is recommended that the Officer drives slowly, and where the journey is particularly long the Officer should check on the welfare of the dog at least every hour. Water and toileting breaks should be given.

5.6 Deceased dogs

Where a report of a deceased dog (or cat) is received, and the animal has no apparent owner or claimant, the Animal Welfare Officer(s) will visit the site and check the animal for identification, including scanning for a microchip.

In cases where identification is found, the Officer will notify the registered keeper that their animal has been found deceased and advise them of how to claim the animal. Where no identification is found, the Officer will check recent reports of lost dogs/cats and make reasonable enquiries to locate the registered owner. In any case, the animal will be transferred to a local veterinary clinic for retention until such time as it is claimed.

Dead animals found on a public road or Council-owned land should be reported to the Council for its third-party contractors to arrange collection and appropriate



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disposal. The Council's third-party contractors will follow the above procedures with regards to checking for identification and transferring the animal to a local veterinary clinic.

If a dead animal is obstructing the highway, members of the public are advised to call 101 to report this.

5.7 Contacting the keeper

Every effort must be made to contact the registered keeper of the dog. It is recommended to check any recent reports of lost dogs and contact neighbouring local authorities if the dog was found close to the Borough's boundary.

Where contact details for a registered keeper are found, The Officer shall endeavour to make contact as soon as possible. Telephone calls should be made, with answerphone messages left where there is no answer.

Where no telephone numbers are available, the Officer shall issue a notice of seizure to the registered keeper's address. This notice shall include details of the dog (i.e. name and physical description), where the dog is being held, and details of any fees due. Notices may be sent via first class post, email or hand delivered.

The Officer shall inform the initial customer / finder of where they are taking the dog, and outline the procedure for kennelling, returning to keeper and/or rehoming the dog.

5.8 Finder retaining

It is preferable for a stray dog to be admitted to Council-approved kennels, as behaviour and temperament can be assessed thoroughly. Some finders may request to retain the dog. Although legally permissible, this should be avoided.

Where a finder wishes to retain the dog, the Officer must still visit the finder's address to scan the dog for a microchip, and to assess that the finder and the premises are suitable for the dog to be retained there. This decision is made at the Officer's discretion.

If the Officer is content for the dog to remain in the care of the finder, the finder must



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sign relevant paperwork provided by the Council.

5.9 Kennelling

Where a dog cannot be immediately reunited with its keeper, the dog must be transferred to Council-approved kennels. The Council's approved kennels for stray dogs is located at Three Oaks Boarding Kennels, Botley Road, Bishops Waltham, Southampton, SO32 1DR.

The Officer shall complete a Stray Dog Form, providing as much detail as possible (including registered keeper's details, if known). A copy of the form must be submitted to the kennels, complete with a Council register number printed at the top of the form.

A copy of the completed form must be entered into the stray dog register at the Council's office.

The kennels should be notified of any charges that the registered keeper is liable to pay, should the dog be collected.

Where contact with the registered keeper is made, arrangements should be made for the dog to be collected from kennels and the appropriate fees paid.

Prior to collecting their dog, the registered keeper must pay the statutory £25 fee in accordance with section 149(5) of the Environmental Protection Act 1990, in addition to any kennelling fees and veterinary fees incurred.

Where the dog has been kennelled, the registered keeper is liable to pay any kennelling fees either direct to the kennels or to the Council.

Where the dog has undergone veterinary treatment, the registered keeper is liable to pay any vet fees direct to the veterinary clinic or to the Council.

Payment of all fees must be received prior to the dog being returned to keeper.

When returning a stray dog to its keeper, the Officer shall give advice on how to prevent the dog from straying in the future. This may be communicated verbally, via email or in a letter. The following advice should generally be given, dependent on the



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individual circumstances:

- Check that perimeter fences are of suitable height, free of damage and ensure that there are no gaps that your dog could squeeze through;
- Ensure that external doors and windows are not left open and unattended;
- Take particular care to secure your home during national holidays, particularly where fireworks are likely to be used in the area;
- Leash your dog in public places;
- Provide adequate exercise opportunities;
- Spay or neuter your dog;
- Consider using a pet GPS tracker.
- Ensure that your dog is wearing a collar and tag, bearing the name, address and contact details of the keeper, as required by The Control of Dogs Order 1992;
- Ensure that your dog's microchip details are up to date with accurate details of the registered keeper.

When a stray dog is reclaimed which does not have a microchip, the Animal Welfare Officer will encourage the keeper to take up the offer of the Council's free microchipping service. The dog can either be microchipped before the dog is collected/returned or at a time convenient to the keeper.

If the offer of a microchip is refused, a notice will be served under The Microchipping of Dogs (England) Regulations 2015. This gives the keeper 21 days' notice to comply with the legislation. Advice will also be given about the need for a collar and tag to be worn.

5.10 Fostering

There may be an occasion where it is preferable to place a stray dog into foster care, as opposed to kennels. The Officer must be satisfied that the welfare, hygiene levels, facilities and security are adequate before formalising such an arrangement.

5.11 Administration

In accordance with the Environmental Protection Act 1990, the Council records information on all the stray dogs seized and collected. The records also include the disposal type, or outcome, of each dog.



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5.12 Managing infectious disease

Throughout an Officer's interaction with a stray dog, they will make an assessment of the dog's physical condition.

Should the Officer identify potential symptoms of an infectious disease, such as canine infectious tracheobronchitis (kennel cough) or canine parvovirus, veterinary advice and/or treatment should be obtained, including advice on the appropriate isolation period.

Should an Officer be notified that the Council's approved kennels have had an outbreak of an infectious disease, alternative accommodation will be sought for any stray dogs not already housed at those kennels. Alternative accommodation at either the Council's own kennels at the depot, or another 1licensed and reputable boarder, would be appropriate.

Any stray dogs that are already housed in kennels where there is an outbreak of infectious disease must remain there until such time as the outbreak has been controlled and/or isolation periods have ended. This may result in a delay in making arrangements for rehoming the dog.

Following transportation of a dog in a Council van or crate, thorough cleaning of the van and/or crate will be undertaken using Antigene. This is done regardless of whether the dog is displaying symptoms of an infectious disease or not.

5.13 Rehoming

If the dog has not been claimed or otherwise disposed of within 7 days of the dog being in the Council's possession, arrangements must be made for the dog to be rehomed.

The Council will only re-home dogs via reputable dog rehoming services and charities. It is not advised to rehome a dog direct to any individual. This is to ensure that any dog is thoroughly assessed in terms of health, temperament, and behaviour prior to being rehomed, and that any potential new keepers and their home are also thoroughly vetted and assessed for suitability. The Council places this responsibility with the chosen rehoming service or charity.



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A charity will be selected by Animal Welfare Officers, taking into consideration the specific needs of the dog and the facts of the case. In many cases a charity from outside the Borough will be used if it is in the dog's best interests. Breed-specific rescues may also be beneficial for particularly challenging or rare breeds.

A dog will not be destroyed unless under the advice of a veterinary practitioner for welfare reasons. Where this is necessary, humane euthanasia will be performed by a veterinary practitioner in a way that causes minimal distress to the dog.

6.0: Licensing

6.1 Introduction

Havant Borough Council ('the Council') is responsible for the licensing of a number of activities relating to the welfare of animals under various legislation, including:

- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- Dangerous Wild Animals Act 1976
- Zoo Licensing Act 1981

The legislation is aimed at protecting animals and makes it an offence for any person to possess, own or keep animals in order to carry out certain businesses, or have possession of certain animals within the district, without first being licensed by the Council.

Each piece of legislation covers its own application process, including veterinary inspections where necessary, rights of appeal and offences. This Policy sits beneath the various pieces of controlling legislation and seeks to provide a framework for implementing the requirements of the controlling legislation, for the benefit of applicants, licensees and officers.

There are many types of animal related businesses that do not currently require a licence – examples include animal rescue centres, livery yards, dog walkers, dog groomers and similar. For this reason they do not form part of this Policy. It is anticipated that changes to existing legislation and the introduction of new legislation will bring a wider range of animal related activities into scope for requiring a licence; this includes a review of the current Animal Welfare (Licensing of Activities Involving



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Animals) (England) Regulations 2018, changes to zoo licensing, and new legislation relating to the keeping of primates.

Under the Council's Constitution, the authority to grant animal licenses has been delegated to the Environmental Health Manager, who may further delegate as appropriate.

6.2 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Licences issued under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 ('the Regulations') can authorise any of the following activities on a premises:

- Providing (or arranging for the provision of) boarding for cats and dogs by:
 - Providing boarding for cats
 - Providing boarding in kennels for dogs
 - Providing home boarding for dogs
 - Providing day care for dogs
- Selling animals as pets
- Hiring out horses for riding or instruction
- Breeding of dogs
- Keeping or training animals for exhibition

When carrying out its functions under these regulations, the Council shall endeavour to promote animal welfare, public safety, integration with other relevant strategies and legal requirements, and proactive enforcement.

6.3 Applying for a licence

Each licence type has its own application process and requirements, which are outlined on the Council's website.

The Council requires submission of a completed application form, all required supplementary documentation, and payment of the application fee in full prior to being able to consider any application. The Council will respond to all applications and provide advice to the applicant if an application is not considered valid.



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Applicants who are unsure whether their application has been completed to the satisfaction of the Council may contact the Council's Animal Welfare Team for advice, including the provision of template documents and written guidance.

6.4 Inspections

New applications will require an inspection of the proposed premises to be used for the relevant activities, undertaken by a qualified and authorised inspector. Some activities will also require an inspection by an authorised veterinarian.

- **Providing (or arranging for the provision of) boarding for cats and/or dogs**
 - Inspections must be carried out by a qualified, authorised inspector.
- **Selling animals as pets**
 - Inspections must be carried out by a qualified, authorised inspector.
- **Hiring out horses for riding or instruction**
 - Inspections must be carried out by a current member of the RCVS / BVA Inspectorate of approved Veterinary Surgeons, who will typically be accompanied by a qualified, authorised inspector.
- **Breeding of dogs**
 - Inspections for new premises must be carried out by a current member of the RCVS, who will typically be accompanied by a qualified, authorised inspector. Established businesses may be inspected by a qualified, authorised inspector.
- **Keeping or training animals for exhibition**
 - Inspections must be carried out by a qualified, authorised inspector.

Interim inspections will also be undertaken after the grant of a licence. These inspections will typically be unannounced; however, where the licensed premises are a private residence, the licensee may request that the inspecting officer(s) return after 24 hours.

6.5 Granting or refusing a licence

The Regulations and relevant statutory guidance outline the criteria which must be met to the satisfaction of the Council prior to any licence being granted. Where an officer or authorised veterinarian is not satisfied that the relevant criteria has been met, the applicant will be provided with notice of this. The applicant will be given the opportunity to rectify the matters raised with a view to satisfying the relevant criteria.



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Where the relevant criteria is met to the satisfaction of an officer, the licence will be granted. Licences will be effective for between one and three years from the date of issue depending on the licence type and other factors such as the premises star and/or risk rating.

Where the relevant criteria cannot be met to a satisfaction of an officer and/or authorised veterinarian, the application will be refused. The Council will record the reasons for this decision and give notice to the applicant.

6.6 Appeals

Any person aggrieved by a refusal to grant or renew a licence, or have an existing licence revoked or varied, may appeal to the First Tier Tribunal within 28 days of the decision being made.

6.7 Star rating scheme

The Regulations introduced a star rating scheme that all licence holders are subject to (with the exception of those that hold a licence for keeping or training animals for exhibition). The star rating is calculated using two criteria; animal welfare standards and risk.

Each licensable activity has defined normal and 'higher' standards contained in the relevant statutory guidance. Compliance with the normal standards is sufficient to obtain a licence but would not be sufficient to obtain a longer period of licence or higher star rating.

Licensees may appeal their star rating to the Council, and request a re-inspection if improvement works have been undertaken. The Council may charge a fee for this.

6.8 Renewals

The Council recommends that licensees apply to renew their licence two months prior to expiry, particularly where an inspection by an authorised veterinarian is required.

The Council requires submission of a completed renewal application form, all



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required supplementary documentation, and payment of the renewal fee in full prior to being able to consider any application. The Council will respond to all renewal applications and provide advice to the applicant if an application is not considered valid.

All licences that have not been renewed by their expiry date will cease to exist and trading must cease until such time as a new licence has been granted. For certain animal welfare licences, trading may continue during the application period (the period between submitting the application and a licence being granted or refused) providing the application was submitted before the expiry date.

6.9 Variations

Under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, the Council may vary a licence with or without the consent of the licence holder. Examples of varying a licence with the consent of a licence holder would be where new horses are added to a licence for the activity of hiring out horses, a new species of animals added to a licence for selling animals as pets or a structural change to a premises enabling a greater number of animals to be covered by a licence.

Examples of varying a licence without the consent of the licence holder would be the removal of certain species of animals, or reduction in the number of animals involved in the activity covered by the licence. In most cases a star rating change, either following an inspection or at the request of the licence holder, will require a variation of licence to reflect changes to the expiry date.

The licensee must submit their request in writing to the council for consideration. Some variations may require re-inspection or a vet inspection, and the Council may charge a fee for this.

6.10 Conditions

Licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 will be subject only to the statutory conditions contained within the legislation.

Compliance with the conditions will be considered to be a minimum standard. Where



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a licensed establishment falls below the standard expected during the currency of the licence, the Council may commence formal action in order to ensure animal welfare is not compromised. This could lead to the suspension, revocation or refusal to renew a licence and/or other enforcement action in accordance with the Council's Environmental Health and Licensing Enforcement Policy.

6.11 Interpretation

A licence is required for any premises where a person charges for providing temporary accommodation to other people's cats or dogs. Businesses that arrange for the provision of animal boarding, even if they do not board animals themselves, also require a licence, e.g. franchise holders. There are five categories of licence for animal boarding:

- **Boarding Kennels** - commercial premises boarding dogs overnight in specific units designed for such purpose.
- **Catteries** - commercial premises boarding cats overnight in specific units designed for such purpose.
- **Non-residential Dog Day Care Centres** - commercial premises where dogs are looked after whilst keepers are at work etc. and are not boarded overnight.
- **Home Boarding (Dogs)** - Where dogs are kept in the domestic home of an individual(s) who charge for the service. This will include day care for dogs in a domestic home environment.
- **Home Boarding (Dogs) Arrangers** - Where a company, franchise, individual or website takes a commission or fee to arrange boarding for a customer's dog at a satellite premises. Arrangers will often have a list of satellite premises on their books with which to place a dog. Note that individual satellite premises may also require a licence if they take more than £1000 in any 12-month period, even if they are already listed on the arranger's licence.

7.0 Dangerous Wild Animals Act 1976

Anyone wishing to keep an animal covered by the Dangerous Wild Animals Act 1976 ('the 1976 Act') must apply to the Council for a licence. The legislation requires prospective keepers of such species to be carefully inspected before they are granted a licence.

Animals which require a licence to be kept are defined under the Schedule to the



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1976 Act.

When carrying out its functions under the 1976 Act, the Council shall endeavour to promote animal welfare, public safety, integration with other relevant strategies and legal requirements, and proactive enforcement.

7.1 Applying for a licence

The application process and requirements for applying for a licence under the 1976 Act are outlined on the Council's website.

The Council requires submission of a completed application form, all required supplementary documentation, and payment of the application fee in full prior to being able to consider any application. The Council will respond to all applications and provide advice to the applicant if an application is not considered valid.

Applicants who are unsure whether their application has been completed to the satisfaction of the Council may contact the Council's Animal Welfare Team for advice, including the provision of template documents and written guidance.

7.2 Inspections

New applications will require an inspection of the proposed premises to be used for the relevant activities, undertaken by an authorised veterinarian, who will often be accompanied a qualified and authorised inspector.

Interim inspections will also be undertaken after the grant of a licence. These inspections will typically be unannounced; however, where the licensed premises are a private residence, the licensee may request that the inspecting officer(s) return after 24 hours.

7.3 Granting or refusing a licence

Section 1 of the 1976 Act outlines the criteria which must be met to the satisfaction of the Council prior to any licence being granted. Where an officer or authorised veterinarian is not satisfied that the relevant criteria has been met, the applicant will be provided with notice of this. The applicant will be given the opportunity to rectify the matters raised with a view to satisfying the relevant criteria.



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Where the relevant criteria is met to the satisfaction of an officer, the licence will be granted. Licences will be effective for between one and two years from the date of issue.

Where the relevant criteria cannot be met to a satisfaction of an officer and/or authorised veterinarian, the application will be refused. The Council will record the reasons for this decision and give notice to the applicant.

7.4 Appeals

Should an applicant wish to appeal the refusal to grant a licence or if they do not agree with a licence condition which has been imposed or varied or removed, they may appeal to the magistrate's court. Any appeal must be brought within 21 days from the date of service of the decision by the Council.

7.5 Renewals

The Council recommends that licensees apply to renew their licence two months prior to expiry, particularly where an inspection by an authorised veterinarian is required.

The Council requires submission of a completed renewal application form, all required supplementary documentation, and payment of the renewal fee in full prior to being able to consider any application. The Council will respond to all renewal applications, and provide advice to the applicant if an application is not considered valid.

All licences that have not been renewed by their expiry date will cease to exist and trading must cease until such time as a new licence has been granted. For certain animal welfare licences, trading may continue during the application period (the period between submitting the application and a licence being granted, or refused) providing the application was submitted before the expiry date.

7.6 Variations

The Council may at any time vary the licence by specifying any new condition of the licence or varying or revoking any condition of it (including any condition specified, or



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previously varied, under this subsection 9 of the Dangerous wild animals act 1976); but any condition of a licence specified by virtue of subsection (6) of this section may not be revoked and any condition specified by virtue of paragraph (a)(ii) of that subsection may not be varied.

Where a local authority varies a licence, and the variation was requested by the licensee, the variation shall take effect immediately after the authority decides to make it. The licensee must submit their request for variation in writing to the council for consideration. Some variations may require re-inspection or a vet inspection.

7.7 Conditions

Licences issued under the 1976 Act will be subject to the conditions contained within the legislation, and any other conditions that that the Council sees fit.

Compliance with the conditions will be considered to be a minimum standard. Where a licensed establishment falls below the standard expected during the currency of the licence, the Council may commence formal action in order to ensure animal welfare is not compromised. This could lead to the seizure of animals under section 4 of the 1976 Act, refusal to renew a licence and/or other enforcement action in accordance with the Council's Environmental Health and Licensing Enforcement Policy.

8.0 Zoo Licensing Act 1981

The Zoo Licensing Act 1981 ('the 1981 Act') requires the inspection and licensing of all zoos in Great Britain. The Act aims to ensure that, where animals are kept in enclosures, they are provided with a suitable environment to provide an opportunity to express most normal behaviour.

When carrying out its functions under these regulations, the Council shall endeavour to promote animal welfare, public safety, integration with other relevant strategies and legal requirements, and proactive enforcement.

8.1 Applying for a licence

The application process and requirements for applying for a licence under the 1981 Act are outlined on the Council's website.



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The Council requires submission of a completed application form and all required supplementary documentation prior to being able to consider any application. The Council will respond to all applications, and provide advice to the applicant if an application is not considered valid.

The application fee for applications under the 1981 Act is calculated by hourly rate and the amount of time spent on the application.

Applicants who are unsure whether their application has been completed to the satisfaction of the Council may contact the Council's Animal Welfare Team for advice, including the provision of template documents and written guidance.

8.2 Inspections

The zoo licensing inspection regime is statutory and dependent on the size of zoo and species kept.

All initial application inspections, renewal inspections and periodical inspections must be carried out by a DEFRA nominated inspectors. The Council must provide an authorised veterinarian at all of these inspections where there is no exemption under the 1981 Act from a full zoo licence.

The Council is also required to provide an officer who is recommended to be competent in health and safety.

Where a zoo is not scheduled to have a periodical inspection in a year, then the Council shall carry out an informal inspection.

8.3 Granting or refusing a licence

Section 4 of the 1981 Act outlines the circumstances in which the Council may grant or refuse a licence.

Where a DEFRA inspector, officer or authorised veterinarian is not satisfied that the relevant criteria has been met, the applicant will be provided with notice of this. The applicant will be given the opportunity to rectify the matters raised with a view to satisfying the relevant criteria.



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Where the relevant criteria is met to the satisfaction of a DEFRA inspector, officer and authorised veterinarian, the licence will be granted. Zoo licences are valid for four years for a new applicant, and for six years thereafter.

Where the relevant criteria cannot be met to a satisfaction of a DEFRA inspector, officer and/or authorised veterinarian, the application will be refused. The Council will record the reasons for this decision and give notice to the applicant.

8.4 Appeals

If a licence is refused under the Zoo Licensing Act 1981, the applicant will have the right of appeal to the magistrates' court within 28 days of the decision notice.

8.5 Renewals

The Council recommends that licensees apply to renew their licence two months prior to expiry.

The Council requires submission of a completed renewal application form and all required supplementary documentation prior to being able to consider any application. The Council will respond to all renewal applications, and provide advice to the applicant if an application is not considered valid.

All licences that have not been renewed by their expiry date will cease to exist and trading must cease until such time as a new licence has been granted. For certain animal welfare licences, trading may continue during the application period (the period between submitting the application and a licence being granted, or refused) providing the application was submitted before the expiry date.

8.6 Variations

The licensee must submit their request for variation in writing to the council for consideration. The Council then must appoint an authorised officer to inspect the premises alongside the appointed vet. Re-inspection must take place in order to consider the variation. The Council may charge a fee for this.



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8.7 Conditions

Licences issued under the 1981 Act shall be subject to conditions as follows:

- Conditions requiring the conservation measures outlined in section 1A of the 1981 Act to be implemented;
- Conditions as the Council think necessary or desirable for ensuring the proper conduct of the zoo during the period of the licence, including conditions relating to insurance against liability for damage caused by animals.

The Council shall have regard to any standards or guidance specified by the Secretary of State when drafting conditions.

The Secretary of State may, after consulting the Council, direct them to attach one or more conditions to a licence, and the Council shall give effect to such a direction. No such condition may be inconsistent with the implementation of the conservation measures referred to in section 1A of the 1981 Act.

The Council shall not impose any condition which relates only or primarily to the health, safety or welfare of persons working at the zoo.

Compliance with the conditions will be considered to be a minimum standard. Where a licensed establishment falls below the standard expected during the currency of the licence, the Council may commence formal action in order to ensure animal welfare is not compromised. This could lead to the suspension, revocation or refusal to renew a licence and/or other enforcement action in accordance with the Council's Environmental Health and Licensing Enforcement Policy.

9.0 Animal Welfare (Primate Licences) (England) Regulations 2023

The Animal Welfare (Primate Licences) (England) Regulations 2023 will come into force from 6 April 2026. The legislation brings in a licensing scheme, setting strict rules to ensure that only private keepers who can provide zoo-level welfare standards will be able to keep primates.

These Regulations are made under the Animal Welfare Act 2006 and will prohibit the keeping of primates as pets in England without a specialist licence. Private primate



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keepers will be subject to a strict inspection regime to ensure welfare and licensing standards are upheld. From 6 April 2026, it will be an offence for anyone to keep a primate without a relevant licence. Failure to comply with licence conditions could result in an unlimited fine, removal of the primate or imprisonment for a term of up to 6 months.

Existing primate keepers will have two years until 6 April 2026 to reach compliance with the welfare and licensing standards.

From 6 April 2026 all private primate keepers will be required to hold a licence, valid for a maximum of three years, and undergo reassessment to renew their permission to keep these animals.

The Council shall ensure that all officers involved in the inspection and licensing of premises under these Regulations undergo the relevant training and/or achieve the relevant qualifications in order to competently assess the welfare of primates and the suitability of their environment.

10.0 Enforcement

The Council is authorised to take enforcement action against licence holders in accordance with the relevant licensing legislation. This may include refusal, suspension or revocation of licences. Any enforcement action undertaken by the Council in this regard shall give consideration to the Council's Environmental Health and Licensing Enforcement Policy.

10.1 Licence breaches

Where breaches of a licence are identified, the Council shall seek to resolve the issues by working with the licence holder and providing advice on how the issues can be rectified. Failure to rectify licence breaches may result in a formal warning being recorded against the licence record, or may lead to suspension or revocation of the licence in accordance with the relevant legislation.

It is an offence for the licence holder to breach any licence condition.

If the breach isn't a direct compromise of an animal's welfare, then a warning breach letter will be issued to the licensee, instructing them to rectify the issue within a



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designated time frame. The warning will inform them that failure to comply, or further breaches may result in suspension or revocation of the licence. If a breach directly impacts the animals welfare and an investigation can be undertaken under the Animal Welfare Act 2006.

10.2 Complaints

Where the Council receives a complaint about a licensed premises or licence holder, it shall first seek to discuss the matter with the complainant to obtain as much information as possible. Where a complainant has objective evidence of a licence breach or welfare issue, such as photographs, the Council shall obtain copies of these with the complainant's cooperation. It may also be necessary to obtain a witness statement or similar from a complainant to support the Council's investigation.

A qualified, authorised inspector will typically be responsible for investigating complaints relating to licensed premises or licence holders. Depending on the nature of the complaint, the inspector may need to speak with the licence holder and/or visit the premises to ascertain whether the complaint can be substantiated.

Where a complaint can be substantiated and it is evident that licence breaches or other concerns are present, the Council shall give notice to the licence holder of the issues identified, how to rectify them, and a deadline for such rectification.

Where a complaint is considered frivolous, vexatious or repetitive by the Council, it is unlikely that the Council will take any action. The Council shall inform the complainant as such and provide details of the Council's corporate complaints procedure, should the complainant wish to challenge the Council's decision not to take any action.

In all cases, the Council shall inform a complainant of the outcome of their complaint.

10.3 Monitoring unlicensed activities

The Council seeks to proactively monitor those who undertake unlicensed activities to ensure the welfare of animals involved and promote the responsible keeping of animals in line with the relevant legislation.



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Council officers are authorised under the Environmental Health and Licensing Enforcement Policy to monitor public websites and social media posts for evidence of unlicensed activities. All such monitoring is logged in accordance with the Council's Corporate Surveillance Policy and undertaken in line with the Regulation of Investigatory Powers (RIPA) Act 2000.

Covert surveillance can only be undertaken with authorisation from a Magistrate. The Council will rarely, if ever, seek such authorisation and will typically rely on use of overt surveillance.

The Council will, where necessary, partner with other Local Authorities and agencies such as the RSCPA, Police and DEFRA to effectively monitor unlicensed activities and either assist operators in achieving compliance or taking appropriate enforcement action.

The Council will seek to engage with those who undertake unlicensed activities to inform and educate them of the relevant licensing regime(s), providing advice and guidance on how to obtain the relevant licence(s) and comply with conditions. Where individuals are not cooperative with this approach, the Council will consider taking enforcement action. Any enforcement action will be undertaken with consideration given to the Council's Environmental Health and Licensing Enforcement Policy.

The Council welcomes comments and observations on this Policy. These should be addressed to:

Animal Welfare Team
Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant, Hampshire
PO9 2AX
Tel: 02392 446660
Email: EHealth@havant.gov.uk



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10.0 Appendix A: Responsibilities under the Animal Welfare Act 2006

The table below lists the relevant authorities' duties under the Animal Welfare Act 2006.

Type of Incident	Owner/Keeper's responsibility	Council	Police	RSPCA
Unnecessary Suffering (Section 4) – an offence to cause unnecessary suffering to an animal by an action or failure to act.	Not to cause unnecessary suffering to an animal.	Councils have the power to appoint inspectors under The Animal Welfare Act 2006. Trading Standards may investigate instances involving farmed animals.	Do not generally deal with this but may get involved in some cases.	RSPCA will generally take the lead in investigations relating to domestic animals/puppy farms. From 1st January 2021 all on farm referrals requiring further investigation will be referred to The Animal and Plant Health Agency (APHA) - duty vet
Poisoning (Section 7) – it is an offence to administer, or permit to be administered, poisonous or injurious drugs to an animal.	Take care in what is given to your pets as different things can be injurious to different species. If you suspect that your pet has been poisoned, consult a vet immediately.	The Council do not generally deal with this but may get involved in some cases.	Do not generally deal with this	The RSPCA will generally take the lead in investigations, but you can also contact the Veterinary Medicines Directorate where you can report veterinary product misuse.



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<p>Tail Docking (Section 6) – it is an offence to remove or cause to remove all or any part of a dog's tail (except on a vetcertified working dog). The dog is required to be of a type specified in Schedule 1 of the Docking of Working Dogs' Tails (England) Regs 2007. Docking must only be carried out by a vet, before the pup is 5 days old.</p>	<p>If considering docking, check with a vet to see if docking is allowed. Be aware that if the docking is done by anyone other than a vet, then a prosecution could still take place.</p>	<p>The Council do not generally deal with this but may get involved in some cases. i.e. in licensed premises</p>	<p>Do not generally deal with this.</p>	<p>The RSPCA will generally take the lead in investigations.</p> <p>NB Vets can also be prosecuted for illegal tail docking.</p>
<p>Dog/Animal fighting (Section 8) – organising, attending, allowing or participating in</p>	<p>Have a duty not to organise, attend, allow or participate in any animal fighting.</p>	<p>The Council do not generally deal with this but may get involved in some cases.</p>	<p>The Police have unique powers under the Act and will be involved in these investigations.</p>	<p>RSPCA will generally take the lead in investigations.</p>



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any animal fighting is an offence.				
Duty of care (Section 9) – it is an offence to fail to take reasonable steps in all the circumstances to meet the welfare needs of an animal, including abandonment.	Duty of care to the animal to ensure, that as far as possible, its welfare needs are met.	Councils have the power to appoint inspectors under the Animal Welfare Act 2006. County Council Trading Standards may investigate incidents involving farmed animals	Do not generally deal with this but may get involved in some cases.	RSPCA will generally take the lead in investigating
Emergencies in which an animal is suffering or is likely to suffer if the circumstances don't change (Section 18 and 19).	As above.	The Council's Appointed Inspectors have specific powers of entry to licensed premises. Where animals are in distress and a s.10 Improvement Notice is unlikely to resolve it, s.18 enables an officer to take animals into possession or arrange for it to be euthanised.	Constables have specific powers of entry into any premises for the purpose of searching for, seizing, or if required, humanely destroying a protected animal, for welfare reasons	RSPCA will usually be involved in incidents relating to wildlife and roadside accidents. They do not have the powers of entry into premises but may accompany Police or Council who have the legal



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Dogs (or other animals) abandoned in or on private property.	Anyone who abandons an animal without taking reasonable steps to ensure that its needs are met may be guilty of an offence under s.9 of the Animal Welfare Act. If the animal actually suffers as a result of its abandonment, there may also be an offence committed under s.4 (unnecessary suffering).	The Council does not have any legal duty to act in such cases (unless the offence occurs at a licensed premises).	The Police may assist the RSPCA in gaining access	powers of entry. RSPCA will generally take the lead in investigations. They will monitor the situation and if the dog is not fed or left with water for a period of time they will act to gain access and seize the dog.
Unwanted dogs (or other animals)	Giving up an unwanted pet should always be a last resort. There is an overpopulation of most companion animals and every effort should be made by the owner/keeper to responsibly rehome their pet. The owner/keeper should contact responsible pet rescue centres who may be able to rehome the animal.	The Council can not accept unwanted pets and would only normally deal with stray dogs - under the provisions of the Environmental Protection Act 1990.	None	No legal duties, but may accept unwanted animals and then rehome them
Prisoners' dogs - where the Police take a person into custody who owns a dog (or other animal).	To make the Police aware if they have a dog (or other animal) that was not with them when they were arrested. Owners that are likely to be given a custodial sentence should make appropriate provisions for their pet's care	None	The Police have primary responsibility for the safe keeping of a prisoner's property.	None
Pet Owner in Care - If a dog or	Where possible, arrange for a relative or other suitable	The County Council are	None	None



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other animal's owner is incapacitated, for instance is taken to hospital or is under Local Authority care.	responsible person to look after your pet. Alternatively, make the Local Authority or hospital aware as soon as possible.	responsible for covering any kennelling costs under section 48 of the National Assistance Act 1948.		
Dogs dangerously out of Control - dog attacks on a person	To keep their dog(s) under control at all times. Any concerns regarding training or behavioural issues should be addressed by seeking advice from a suitably qualified animal behaviourist or vet.	Although not a Council responsibility, some overlap occurs if the dog is seized as a stray. The Council may also assist Police, i.e. with CPWs/CPNs.	The Police have primary responsibility and will investigate certain serious incidents involving dogs which behave aggressively and where there is reasonable apprehension that it might injure a person, whether or not it actually does so.	None
Dogs dangerously out of Control – attacks on a dog or another animal and livestock.	As above.	The Council will investigate dog on dog (or other animal) attacks, where the complainant is able to provide an accurate detailed description of the dog / owner and an address.	None	None
Banned Breeds - Suspicion that the dog may be a banned type.	It is an offence to own certain types of dog. These are the Pit Bull Terrier, Japanese Tosa, Dogo Argentino, Fila Brasileiro and an XL bully type. It is also an offence to sell, abandon, give away or breed from a banned dog. Exemption from	If the owner is not known and the dog is seized as a stray the Council will seek assistance from the Police.	If the owner is known, the Police will deal with the matter, either by prosecution or by application to the	None



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	the ban may be given by a Magistrates court in certain circumstances.		Magistrates Court.	
Dangerous Dog Register - Under the Dangerous Dogs Act 1991, DEFRA maintains a register of all exempted dogs which are kept in the UK. Dogs can only be added to the register by a Magistrates Court, the public cannot apply directly to DEFRA.	Once placed on the index of exempted dogs, the owner must meet various requirements including; 1) Maintaining 3rd Party Insurance 2) Having the dog Tattooed and microchipped 3) Ensuring the dog is muzzled and placed on a lead in any public place (NB this includes in a vehicle) 4) Ensuring that the dog is in the control of a person 16 years or older whilst in a public place.	Councils do not usually conduct audits or checks on these dogs unless circumstances develop that bring a dog to their attention.	Although not a duty, the Police may audit the register for dogs in their area and periodically check these dogs.	None.
Stray Dogs – Found dogs	Dog owners/keepers have a legal responsibility to ensure that their dog is wearing a collar and tag bearing their contact details and to ensure that it is microchipped. They should also take all reasonable steps to prevent their dog from straying. If their dog does escape, they should contact the Council as soon as possible. The owner of a stray which has been collected is required to pay a	If a finder cannot return the dog to its owner/keeper then the Council should be informed. The dog can be contained within the finder's home with prior agreement by the Council and upon service of a s.150 Notice. The Council will only	None.	None.



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	statutory fee plus any other costs incurred, e.g. kennelling.	arrange to collect a dog that has been contained and will arrange for the dog to be kept in their kennels for up to 7 days. After this time, if the dog remains unclaimed it may be rehomed.		
Stray Dogs – Lost Dogs		If the owner/keeper has lost their dog and is unable to find them, they can call the Council's Environmental Health service to leave a contact number and provide a description the lost dog. The service is often notified of found dogs and may be able to reunite dog and owner/keeper.	None	None
Stray Dogs - Straying on highways with restricted public access i.e. Motorways.	As above.	The Council will normally attend with the assistance of the Police or Highways Agency. Once a dog is seized the Local Authority will take responsibility for it as a stray if no owner/keeper is	The Police are responsible for animals that have escaped onto a road and are posing a danger to motorists.	None.



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		known/can be contacted. The Highways Agency are responsible for the motorway network.		
Dog Barking	To ensure that their dog(s) do not bark for prolonged periods or at times of the day which causes a nuisance to people nearby. Your vet can check for any problems/refer you to an animal behaviourist	The Council will investigate complaints about excessive dog barking and have powers to Investigate under statutory nuisance legislation	None	The Council will investigate complaints about excessive dog barking and have powers to Investigate under statutory nuisance legislation
Dog Fouling – on designated land which is open to the air and accessible to members of the public	To ensure that if their dog fouls on designated land that they clean up after it immediately. Failure to do so is an offence.	The Council will investigate complaints of dog fouling. If a person in control of a dog is witnessed allowing their dog to foul, a Fixed Penalty Notice may be served. If an offence is reported, informal action may still be taken by the Council, who may contact the alleged offender or all residents in the vicinity to issue warnings/advice.	None	None
Welfare of	You must ensure compliance	Councils will	Will become	May be



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horses – Including stray, fly grazing and tethered horses.	with the Animal Welfare Act 2006. All equines must be microchipped and identified by a Horse Passport and registered in current owner's name. You must ensure compliance with the conditions set out in Schedule 1 of the licence, which includes ensuring that all livestock grazed on the land are registered with an authorised vet and provided with an ample supply of food pro rata on a daily basis and fresh water. Land owners may be able to arrange the removal of fly grazed horses under the Control of Horses Act 2015	investigate instances of horses illegally grazing on Council owned land. The Council has the authority to remove unlicensed horses and all associated costs can be recovered from the owner through the sale of the horse, if necessary. County Council Trading Standards enforce the Horse Passport Regulations	involved with stray horses which present a public safety issue.	involved where there are specific welfare concerns
Dead Animals – Farm or livestock	Must comply with the Animal By-products Regulations regarding the proper disposal of fallen livestock.	Trading standards must be consulted.	Will assist with traffic or remove if on highway.	Only if suspicious conditions.
Dead animals – public roads	If you hit a dog, equine or farm animal you must report it to the Police.	The Council will remove these and may scan for a microchip (cats and dogs).	Will assist with traffic or remove if on highway.	Only if suspicious conditions.
Animal Boarding Establishments	Duty to hold a licence and secure the welfare of the animals kept at the establishment.	Enforcement of regulations and licensing of home dog boarding and commercial dog and cat boarding premises. Inspection of premises to ensure compliance with required licensing	None	May investigate animal welfare concerns.



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		conditions under the Licensing of Activities Involving Animals (England) Regulations 2018.		
Breeding dogs	Duty to hold a licence and secure the welfare of the animals kept at the establishment. Duty to uphold conditions of the licence. Contravening or failing to comply with any of the conditions of the licence or obstructing or delaying any person in the exercise of his powers of entry or inspection constitutes an offence.	Enforcement of the regulations and licensing of breeders who are in scope and investigation of unlicensed breeders	Investigate allegations of breeding banned breeds.	May investigate animal welfare concerns.
Selling Animals as Pets	Duty for an individual to hold a licence and secure the welfare of the animals kept at the establishment Ensure animal handlers have the necessary knowledge and facilities to be able to provide animals with the appropriate specialist environment and care. Duty to seek specialist advice if selling exotic animals.	Enforcement of regulations and licensing of individuals selling animals Inspection of the premises and assessment of the Licensee Investigation into unlicensed individuals selling animals.	None.	May investigate animal welfare concerns
Keeping or training animals for exhibition	Duty to hold a licence to keep or train animal(s) for in scope activities, e.g. pony parties and public performances, for example for television, theatre or in a film.	The Council is responsible for the enforcement of The Licensing of Activities Involving Animals	None.	RSPCA may take the lead on incidents relating to cruelty and liaise with the



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Hiring out horse for riding or instruction	Duty to hold a licence and secure the welfare of the animals kept at the establishment	(England) Regulations 2018 The Council is responsible for the enforcement of Regulations and licensing of premises And investigation into unlicensed hiring out of horses for riding or instruction.	None.	Local Authority. May investigate horses found to be suffering at riding establishments.
Dangerous Wild Animals	Duty to hold a licence and secure the welfare of the animals kept at the establishment and to prevent any means of escape	The Council is responsible for the enforcement of regulations and licensing of keepers of Dangerous Wild Animals (as defined under the schedule to the Dangerous Wild Animals Act 1976) Investigation into unlicensed keepers of Dangerous Wild Animals.	None.	May investigate concerns around Dangerous Wild Animals found to be suffering.
Zoos - licensed Zoos and similar animal premises (i.e. sanctuaries or those zoos subject to exemption or dispensation).	Duty to hold a licence and secure the welfare of the animals kept at the establishment.	The LA would be responsible for the enforcement of Regulations and licensing of Zoos under the Zoo Licensing Act 1981.	None, except where an animal has escaped.	May investigate concerns around animal welfare.
Circuses	Duty to secure the welfare of the animals in circuses.	The Council are responsible for the inspection of circuses in relation to the enforcement of	Jointly responsible with the RSPCA for cruelty or mistreatment of Circus Animals.	Jointly responsible with the Police for cruelty or mistreatment of Circus Animals.



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		the Health and Safety at Work Act 1974, in respect of animal handling and public safety.		From January 2020 in England, the use of wild animals in circuses is banned under the Wild Animals in Circuses Act 2019.
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Appendix B: General conditions relating to Animal Activities Licence

Licence display

1. (1) A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.

(2) The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

Records

2. (1) The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by an inspector in a visible and legible form, or where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible format.

(2) The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

Use, number and type of animal

3. (1) No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.

(2) The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises on which the licensable activity is carried on.

Staffing

4. (1) Sufficient numbers of people who are competent for the purpose must be



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available to provide a level of care that ensures that the welfare needs of all the animals are met.

(2) The licence holder or designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognize signs of, and take appropriate measures to mitigate or prevent; pain, suffering, injury, disease or abnormal behaviour.

(3) The licence holder must provide and ensure the implementation of a written training policy for all staff.

Suitable environment

5. (1) All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.

(2) Animals must be kept at all times in an environment suitable to their species and condition (including health, status and age) with respect to:

- a) Their behavioural needs,
- b) Its situation, space, air quality, cleanliness and temperature,
- c) The water quality (where relevant)
- d) Noise levels,
- e) Light levels,
- f) Ventilation

(3) Staff must ensure that the animals are kept clean and comfortable.

(4) Where appropriate for the species, a toileting area and opportunities for toileting must be provided.

(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 and the accommodation must be capable of being thoroughly cleaned and disinfected.



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- (6) The animals must be transported and handled in a manner (including, for example, in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- (7) All the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals.
- (8) All resources must be provided in a way (for example as regards frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- (9) The animals must not be left unattended in any situation or for any period likely to cause them distress.

Suitable diet

- 6. (1) The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them.
- (2) Feed and (where appropriate) water intake must be monitored and any problems recorded and addressed.
- (3) Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- (4) Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- (5) Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- (6) Where feed is prepared on the premises on which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface,



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hot and cold running water and storage.

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.
- (2) For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals' physical and mental health must be provided, unless advice from a veterinarian suggest otherwise.
- (3) The animals' behaviour and any changes of behaviour must be monitored and advice must be sought, as appropriate and without delay, from a veterinarian or (in the case of fish) and person competent to give such advice if adverse or abnormal behaviour is detected.
- (4) Where used, training methods or equipment must not cause pain, suffering or injury.
- (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.

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.
- (2) The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals and no animals from a social species may be isolated or separated from others of their species for any longer than is necessary.



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- (3) The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

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 carcasses);

- b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.

- (2) All people responsible for the care of the animals must be made fully aware of these procedures.

- (3) Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.

- (4) All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.

- (5) All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.

- (6) Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.

- (7) Where necessary, animals must receive preventative treatment by an appropriately competent person.



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- (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 on which the licensable activity is carried on.
- (9) Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- (10) Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- (11) Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- (12) No person may euthanise an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or:
- a) in the case of a fish, a person who is competent for such purpose;
 - b) in the case of horses, a person who is competent and who holds a licence or certificate for such purpose.
- (13) All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently.
- (14) 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.

Emergencies

- 10.(1) A written emergency plan, acceptable to the local authority, must be in place,



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known and available to all the staff on the premises on which the licensable activity is carried on; 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 of essential heating, ventilation and aeration or filtration systems or other emergencies.

(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.

(3) External doors and gates must be lockable.

(4) A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

Minimum standards

It is expected that all businesses will meet and maintain minimum standards. If on a renewal inspection you identify minor failings that do not compromise welfare standards, follow the risk-based approach to renewing a licence.

To grant a new animal activities licence for cat boarding, you must check that businesses meet all of the minimum standards in this guidance.

Higher standards

Businesses that meet the higher standard will get a 4- or 5-star rating in the animals activity star rating system.

Higher standards are required or optional. To achieve a higher rating, businesses boarding cats need to achieve:

- 100% of the required higher standards
- at least 50% of the optional higher standards

If a business meets the higher standards, it will qualify for a longer licence.



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Appendix C: Conditions relating to the Licensing of Activities involving Animals

1. Specific conditions: providing boarding in catteries for cats

Suitable environment

1. (1) Cats within the premises must be prevented from coming into direct contact with other animals from outside the premises.
- (2) There must be a safe, secure, waterproof roof over the entire cat unit.
- (3) A cat unit may only be shared by cats from the same household.
- (4) Communal exercise areas are not permitted.
- (5) Each cat unit must be clearly numbered and there must be a system in place which ensures that information about the cat or cats in each cat unit is available to all staff and any inspector.
- (6) Each cat unit must provide the cat with sufficient space to:
 - a) walk,
 - b) turn around,
 - c) stand on its hind legs,
 - d) hold its tail erect,
 - e) climb,
 - f) rest on the elevated area, and
 - g) lie down fully stretched out, without touching another cat or the walls.
- (7) Each cat unit must have sufficient space for each cat to sit, rest, eat and drink away from the area where it urinates and defecates.
- (8) Cats must have constant access to their sleeping area.



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(9) A litter tray and safe and absorbent litter material must be provided at all times in each cat unit and litter trays must be regularly cleaned and disinfected.

(10) Each cat unit must include an elevated area.

(11) Adjoining cat units must have solid barriers covering the full height and full width of the adjoining wall.

(12) Any gaps between cat units must be a minimum of 0.6 metres wide.

(13) Any cat taken out of a cat unit must be secured in a suitable carrier.

(14) The sleeping area must form part of the cat unit and be free from draughts.

Monitoring of behaviour and training of cats

2. (1) There must be an area within each cat unit in which the cat can avoid seeing other cats and people outside the cat unit if it so chooses.

(2) Each cat unit must include a facility for scratching and any surface within a cat unit available for scratching must either be disinfected between uses by different cats or disposed of.

(3) All cats must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.

(4) All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.

Records

3. A register must be kept of all the cats on the premises which must include:

- a) The dates of each cat's arrival and departure,
- b) Each cat's name, age, sex, neuter status and a description of it or its



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- breed,
- c) Each cat's microchip number, where applicable,
- d) The number of any cats from the same household,
- e) A record of which cats (if any) are from the same household,
- f) The name, postal address, telephone number (if any) and email address (if any) of the owner of each cat and emergency contact details,
- g) In relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency,
- h) The name and contact detail of each cat's normal veterinarian and details of any insurance relating to the cat,
- i) Details of each cat's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise,
- j) Details of each cat's diet and related requirements,
- k) Any required consent forms,
- l) A record of the date or dates of each cat's most recent vaccination, worming and flea treatments, and
- m) Details of any medical treatment each cat is receiving.

Protection from pain, suffering, injury and disease

4. (1) A cat must remain in its assigned cat unit except when it is moved to an isolation cat unit or to a holding cat unit.
- (2) Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for cats takes place.
- (3) All equipment must be cleaned and disinfected before a cat is first introduced into a cat unit.
- (4) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
- (5) A holding cat unit must only be used in an emergency and must not be used for



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longer than is necessary and in any event for no longer than a total of 12 hours in any 24-hour period.

(6) In this paragraph, “holding cat unit” means a cat unit, separate from any other cat unit, in which a cat may be housed temporarily.

Higher standards (Required)

- There must be at least one full time member of staff for every 20 cats, or a higher number of qualified staff.
- The environment must have a layout and design that gives the cats choice.
- Temperature in the sleeping area must be between 18°C and 26°C.
- All cats must be checked at least once at an appropriate interval out of hours (between 6pm and 8am) by a person or CCTV.
- If more than one cat shares a unit, daily behavioural observations must be recorded and acted upon. These should especially focus on any signs of stress or aggression.
- Cat units must be 1.5 times the minimum area sizes in this guide. The calculation of the total area can include raised areas.
- Each cat must have access to at least two raised areas – one of which must be in the sleeping area and one must be in the exercise area.
- Sneeze barriers must be completely opaque rather than translucent. They will be:
 - Up to 600 millimetres and behind any shelves
 - 300 millimetres above and to the side of any shelves

Higher Standards (Optional) 50% required

- There must be at least one member of staff that has a relevant OFQUAL regulated Level 3 qualification.
- Ventilation must be a managed, fixed or portable, air system to maintain appropriate temperatures in all weathers. This can be an air conditioning unit or removable fans - but these must be safely installed away from cats.
- Behavioural observations must be recorded daily.
- Designated on site isolation facilities must be available. They must be the same size and have the same facility requirements as a normal cattery unit.
- A competent person must be on site at all times.



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2. Specific conditions relating to providing boarding in kennels for dogs

Suitable environment

5. (1) Dogs within the premises must be prevented from coming into contact with other animals from outside the premises.

(2) In each kennel unit, the sleeping area must:

- a) be free from draughts;
- b) provide the dog with sufficient space to:
 - i) sit and stand at full height,
 - ii) lie down fully stretched-out,
 - iii) wag its tail
 - iv) walk, and
 - v) run around,without touching another dog or the walls;

c) have a floor area which is at least twice the area required for the dog in it to lie flat; and

d) if built after the date on which the Regulations come into force, have a floor area of at least 1.9 square meters.

(3) Each kennel unit must be clearly number and there must be a system in place which ensures that information about the dog or dogs in each kennel unit is available to all staff and any inspector.

(4) Each dog must have constant access to its sleeping area.

(5) Each dog must have a clean, comfortable and warm area within its sleeping area where it can rest and sleep.



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(6) Each exercise run must have a single, safe, secure, waterproof roof over a minimum of half its total area.

(7) Where a dog poses a health or welfare risk to other dogs, it must be kept on its own in a kennel unit and, if that kennel unit adjoins another kennel unit, any adjoining wall must be of full height and width so as to prevent the dog from coming into physical contact with any other dog.

(8) Only dogs from the same household unit may share a kennel unit.

Monitoring of behaviour and training

6. (1) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

(2) All dogs must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggest otherwise.

(3) All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.

(4) Each dog must be exercised at least once daily away from its kennel unit as appropriate for its age and health.

(5) Any dog which, on the advice of a veterinarian, cannot be exercised must be provided with alternative forms of mental stimulation.

(6) There must be an area within each kennel unit in which a dog can avoid seeing people and other dogs outside the kennel unit if it so chooses.

Records

7. (1) A register must be kept of all the dogs on the premises which must include:



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- 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 (if any) and email address (if any) 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) Any required consent forms,
- k) A record of the date or dates of each dog's most recent vaccination, worming and flea treatments, and
- l) Details of any medical treatment each dog is receiving.

(2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

Protection from pain, suffering, injury and disease

8.(1) Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for dogs in kennels takes place.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

(3) A holding kennel unit must only be used in an emergency and must not be used for longer than is necessary and in any event for no longer than a total of 12 hours in any 24-hour period.



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(4) In sub-paragraph (3), “holding kennel unit” means a kennel unit, separate from any other kennel unit, in which a dog may be housed temporarily.

Higher standards (Required)

- The licence holder needs to have at least one full-time member of staff for every 15 dogs kept.
- Dogs must be provided with a design and layout that gives them choice.
- All individual dogs must be checked at least once at an appropriate interval during the out of hours period (for example, between 6pm and 8am) by CCTV or in person. There must be documented records for checking.
- There must be a clear plan setting out 2 periods of exercise per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- The sleeping area must be at least 2.85 square metres.
- There must be a documented daily enrichment plan setting out 2 or more sessions with toys or feed enrichment per day (in addition to their exercise).

Higher Standards (Optional) 50% required

- There must be a member of permanent, full-time staff with an appropriate Level 3 OFQUAL regulated qualification.
- Ventilation must be a managed, fixed or portable air system to make sure appropriate temperatures are maintained in all weathers (a minimum of 10°C and a maximum of 26°C). This can be an air conditioning unit or removable fans safely installed away from animals.
- A noise management plan to reduce noise to the dogs must be in place. For example, physical barriers, sound-absorbing build structure, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness.
- A member of staff must be on site at all times.



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3. Specific conditions relating to providing home boarding for dogs

Suitable environment

- 9.(1) Dogs from different households may only be boarded at the same time with the written consent of every owner.
- (2) Each dog must be provided with its own designated room where it can, if necessary, be kept separate from other dogs.
- (3) Each dog must have a clean, comfortable and warm area within its designated room where it can rest and sleep.
- (4) Each designated room must have a secure window to the outside that can be open and closed as necessary.
- (5) A dog must not be confined in a crate for longer than three hours in any 24-hour period.
- (6) A dog must not be kept in a crate unless:
 - a) it is already habituated to it.
 - b) a crate forms part of the normal routine for the dog, and
 - c) the dog's owner has consented to the use of a crate
- (7) Any crate in which a dog is kept must be in good condition and sufficiently large for the dog to sit and stand in it at full height, lie flat and turn around.

Suitable diet

- 10.(1) Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.

Monitoring of behaviour and training



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11.(1) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

(2) Each dog must be exercised at least once daily as appropriate for its age and health.

(3) Dogs which on the advice of a veterinarian cannot be exercised must be provided with alternative forms of mental stimulation.

Housing with or apart from other dogs

12.(1) Written consent must be obtained from the owner or owners (as the case may be) to keep dogs together in a designated room.

(2) Unneutered bitches must be prevented from mating.

(3) If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person.

Records

13.(1) A register must be kept of all the dogs accommodated in the home which must include:

- 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 (if any) and email address (if any) 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



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exercise,

- i) Details of the dog's diet and related requirements,
- j) Any required consent forms,
- k) A record of the date or dates of each dog's most recent vaccination, worming and flea treatments, and
- l) Details of any medical treatment each dog is receiving.

(2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

Protection from pain, suffering, injury and disease

14.(1) Before a dog is admitted for boarding, all equipment to be used by or in relation to that dog must be cleaned and disinfected.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

Higher standards (Required)

- There must be at least one full-time member of staff per 8 dogs.
- There must be a clear plan setting out 2 walks per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs that cannot be exercised for veterinary reasons for the same periods of time.
- For a boarding premises that keeps multiple dogs at once, there must be an overnight trial stay for all stays longer than 3 nights. Only one dog can be trialled at a time unless the dogs are from the same household.
- Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.

Higher Standards (Optional) 50% required



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- Bathrooms, hallways and partitioned rooms are not used as designated rooms
- There must be a member of permanent, full-time staff with an appropriate OFQUAL regulated Level 3 qualification
- Ventilation must be a managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals.
- There must be a designated other person or member of staff who can cover any emergency so that the dogs are never left alone.
- Any outside space will have two secure physical barriers between any dog and any exit.
- Only dogs from the same household are boarded at any one time.

4. Conditions relating to providing day care for dogs

Suitable environment

15.(1) Each dog must be provided with:

- a) a clean, comfortable and warm area where it can rest and sleep, and
- b) another secure area in which water is provided and in which there is shelter.

(2) Each dog must have access to areas where it can:

- a) interact safely with other dogs, toys and people and
- b) urinate and defecate.

(3) There must be an area where any dog can avoid seeing other dogs and people if it so chooses.

Suitable diet

16.(1) Any dog that requires specific feed due to a medical condition must be fed in isolation.

Monitoring of behaviour and training



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17.(1) All dogs must be screened before being admitted to the premises to ensure that they are not afraid, anxious or stressed in the presence of other dogs or people and do not pose a danger to other dogs or staff.

(2) Any equipment used that is likely to be in contact with the dogs and any toys provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

Housing apart from other dogs

18.(1) Unneutered bitches must be prevented from mating.

(2) Dogs which need to be isolated from other dogs must be provided with alternative forms of mental stimulation.

Records

19.(1) A register must be kept of all the dogs on the premises which must include:

- a) The dates of each dog's attendance;
- b) The dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
- c) The name, postal address, telephone number (if any) and email address (if any) of the owner of each dog and emergency contact details;
- d) The name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
- e) Details of the dog's relevant medical and behavioural history; including details of any treatment administered against parasites and restrictions on exercise,
- f) Details of the dog's diet and related requirements;
- g) Any required consent forms;
- h) A record of the date or dates of the dog's most recent vaccination, worming and flea treatments;
- i) Details of any medical treatment the dog is receiving.

(2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.



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Protection from pain, suffering, injury and disease

20.(1) The dogs must be supervised at all times.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

(3) Any journeys in a vehicle must be planned to minimise the time dogs spend in the Vehicle

Higher Standards (Required)

- The design and layout of the facility must give the dogs a choice of areas.
- 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. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.

Higher Standards (Optional) 50% required

- There must be at least one full-time member of staff per 8 dogs.
- There must be a member of permanent, full-time staff with an appropriate OFQUAL regulated Level 3 qualification
- There must be a structured training programme for staff that specifically addresses canine behaviour in a day care environment
- Ventilation must be a managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals.
- Dogs must receive beneficial human interactions throughout the day and these must be documented.



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5. Specific conditions relating to horse riding establishments

Eligibility

1. (1) The licence holder must:

a) Hold an appropriate formal qualification, or have sufficient demonstrable experience and competence in the management of horses, and
Hold a valid certificate of public liability insurance which:

- i. insures the licence holder against liability for any injury sustained by, and the death of, any client and;
- ii. insures any client against liability for any injury sustained by, and the death of, any other person caused by or arising out of the hire of the horse.

(2) The certificate mentioned in the sub-paragraph (1)(b) must be clearly and prominently displayed on the premises.

Supervision

2. (1) The activity must not at any time be left in the charge of a person aged under 18 years.

(2) No horse may be hired out except under the supervision of a person aged 16 years or more unless the licence holder is satisfied that the person hiring the horse is competent to ride without supervision.

(3) The following must be clearly and prominently displayed on the premises:

- a) the full name, postal address (including postcode) and telephone number of the licence holder or other person with management responsibilities in respect of the activity;
- b) instructions as to the action to be taken in the event of a fire or other



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emergency.

Suitable environment

3. (1) It must be practicable to bring all the horses on the premises under cover.
- (2) Suitable storage must be provided and used for feed, bedding, stable equipment and saddler.
- (3) All arena surfaces must be suitable for purpose, well drained, free of standing water and maintained regularly to keep them level.

Suitable diet

4. (1) At all times when any horses are kept at grass, adequate pasture, shelter and clean water must be available for them.
- (2) Supplementary feed and nutrients must be provided to any horse when appropriate.
- (3) Each horse must be fed a balanced diet of a quantity and at a frequency suitable for its age, health and workload to enable it to maintain an appropriate physical condition.

Protection from pain, suffering, injury and disease

6. (1) The horses must be maintained in good health and must be in all respects of physically fit.
- (2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
- (3) A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time.



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- (4) Each horse must be suitable for the purpose for which it is kept and must not be hired out, if due to its condition, its use would be likely to cause it to suffer.
- (5) Any horse found on inspection to be in need of veterinary attention must not be returned to work until the licence holder has, at the licence holder's expense, obtained from and lodged with the local authority a veterinary certificate which confirms that the horse is fit for work.
- (6) Each horse's hooves should be trimmed as often as is necessary to maintain the health, good shape and soundness of its feet and any shoes should be properly fitted and in good condition.
- (7) An area suitable for the inspection of horses by a veterinarian must be provided.
- (8) the following must not be hired out:
- a) A horse aged under 3 years;
 - b) A mare heavy with foal;
 - c) A mare whose foal has not yet been weaned.
- (9) The licence holder must keep a register of all horses kept for the licensable activity on the premises, each such horse's valid passport showing its unique equine life number and a record of its microchip number (if any).

Equipment

7. (1) All equipment provided to clients must be in good and safe condition and available for inspection at any reasonable time.

Higher standards (Required)

- There must be an option for a permanent individual turnout paddock or pen. This will give horses their own area for grazing or turnout if needed because of ill-health or domination by other horses.
- Horses must be inspected at least once out of hours, for example between 6pm and 8am.



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- All horses must have a structured management and care programme to include their exercise needs. It should include suitable alternatives for those not able to exercise, such as extra grooming or physiotherapy.
- Each horse will have its own specific care plan detailing their age and any health related conditions.
- Records must show individual monitoring and training plans for horses with training needs to improve their use within a riding school. This must be accompanied with evidence of regular and effective checks with the saddler for comfort and fit.
- Initial assessments must be carried out for new riders. The details of the assessment must be recorded.
- A documented risk assessment must be available for all equipment. Examples include: horse clippers, horse walker, yard blowers, arena levelling equipment and any extra therapy based machines or equipment.
- A documented risk assessment must be available for activities, including Personal Protective Equipment (PPE) needs. It must include the need for PPE for different tasks and situations.

Higher Standards (Optional) 50% required

- There must be a separate secure, clean and well-lit veterinary inspection area for safe access to inspect a horse.
- There must be separate well lit, lockable, purpose built feed room with water available and additional storage for supplements.
- A competent person must be on site at all times
- Independent specialist nutritional advice must be sought when appropriate for individual horses and documented alongside their weekly body condition scoring. Records must show the individual health plans and monitoring for horses in connection with their dietary requirements.
- There must be legible and up-to-date feed chart on display that informs people of the correct feeding amounts for individual horses.

6. Specific conditions relating to selling animals as pets

Records and advertisements

1. (1) A register must be maintained for all the animals, or, in the case of fish, all the



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groups of fish, on the premises which must include:

- a) The full name of the supplier of the animal,
- b) The animal's sex (where known),
- c) (Except in the case of fish) the animal's age (where known),
- d) Details of any veterinary treatment (where known),
- e) The date of birth of the animal or, if the animal was acquired by the licence holder, the date of its acquisition,
- f) The date of the sale of the animal by the licence holder, and
- g) The date of the animal's death (if applicable)

(2) Where an animal is undergoing any medical treatment;

- a) this fact must be clearly indicated:
 - i. in writing next to it, or
 - ii. (where appropriate) by labeling it accordingly, and
- b) it must not be sold

(3) Any advertisement for the sale of an animal must:

- a) include the number of the licence holder's licence,
- b) specify the local authority that issued the licence,
- c) include a recognizable photograph of the animal being advertised,
- d) (except in the case of fish) display the age of the animal being advertised,
- e) state the country of residence of the animal from which it is being sold, and
- f) state the country of origin of the animal

Prospective sales: pet care and advice

2. (1) The licence holder and all staff must ensure that any equipment and accessories being sold with an animal are suitable for the animal.

(2) The licence holder and all staff must ensure that the prospective owner is provided with information on the appropriate care of the animal including in relation to:

- a) Feeding,
- b) Housing,



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- c) Handling,
- d) Husbandry,
- e) The life expectancy of its species,
- f) The provision of suitable accessories, and
- g) Veterinary care

(3) Appropriate reference materials on the care of all animals for sale must be on display and provided to the prospective owner.

(4) The licence holder and all staff must have been suitably trained to advise prospective owners about the animals being sold.

(5) The licence holder and all staff must ensure that the purchaser is informed of the country of origin of the animal and the species, and where known, the age, sex and veterinary record of the animal being sold.

Suitable accommodation

3. (1) Animals must be kept in housing which minimizes stress including from other animals and the public.

(2) Where members of the public can view or come into contact with the animals, signage must be in place to deter disturbance of the animals.

(3) Dangerous wild animals (if any) must be kept in cages that are secure and lockable and appropriate for the species.

(4) For the purposes of sub-paragraph (3), “dangerous wild animal” means an animal of a kind specified in the first column of the Schedule to the Dangerous Wild Animals Act 1976(1).

Purchase and sale of animals

4. (1) The purchase or sale, by or on behalf of the licence holder of any of the following is prohibited:

- a) Unweaned mammals;



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- b) Mammals weaned at an age at which they should not have been weaned;
- c) Non-mammals that are incapable of feeding themselves;
- d) Puppies, cats, ferrets or rabbits aged under 8 weeks.

(2) The sale of a dog must be completed in the presence of the purchaser on the premises.

Protection from pain, suffering, injury, and disease

5. (1) All animals for sale must be in good health.

(2) Any animal with a condition which is likely to affect its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until the animal has recovered.

(3) When arranging for the receipt of animals, the licence holder must make reasonable efforts to ensure that they will be transported in a suitable manner.

(4) Animals must be transported or handed to purchasers in suitable containers for the species and expected duration of the journey.

Higher standards (Required) General & Specific Conditions

- Businesses selling animals exclusively to other businesses must meet the requirements for cage sizes and stocking densities in the species-specific minimum standards.
- A documented health checklist should be completed daily and must cover physical, psychological, and behavioural issues and any abnormality recorded.

Higher Standards (Optional) 50% required

- There must be a member of permanent, full-time staff with an OFQUAL regulated Level 3 qualification that is appropriate to the species kept.

There are further higher standards against each animal species



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7. Specific conditions relating to breeding of dogs

Advertisements and sales

1. (1) The licence holder must not advertise or offer for sale a dog:
 - a) Which was not bred by the licence holder;
 - b) Except from the premises where it was born and reared under the licence;
 - c) Otherwise than to:
 - i. a person who holds a licence for the activity described in paragraph 2 of Schedule 1; or
 - ii. a keeper of a pet shop in Wales who is licensed under the Pet Animals Act 1951(1) to keep the shop, knowing or believing that the person who buys it intends to sell it or intends it to be sold by any other person.
- (2) Any advertisement for the sale of a dog must:
 - a) include the number of the licence holder's licence,
 - b) specify the local authority that issued the licence,
 - c) include a recognizable photograph of the dog being advertised, and
 - d) display the age of the dog being advertised.
- (3) The licence holder and all staff must ensure that any equipment and accessories being sold with a dog are suitable for it.
- (4) The licence holder and all staff must ensure that the purchaser is informed of the age, sex and veterinary record of the dog being sold.
- (5) No puppy aged under 8 weeks may be sold or permanently separated from its biological mother.
- (6) A puppy may only be shown to a prospective purchase if it is together with its biological mother.



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(7) Sub-paragraphs (5) and (6) do not apply if separation of the puppy from its biological mother is necessary for the health or welfare of the puppy, other puppies from the same litter or its biological mother is necessary for the health or welfare of the puppy, other puppies from the same litter or its biological mother.

Suitable environment

2. (1) Each dog must have access to a sleeping area which is free from draughts and an exercise area.

(2) Each dog must be provided with sufficient space to:

- a) Stand on its hind legs,
 - b) Lie down fully stretched out,
 - c) Wag its tail,
 - d) Walk, and
 - e) Turn around,
- without touching another dog or the walls of the sleeping area.

(3) The exercise area must not be used as a sleeping area.

(4) Part or all of the exercise area must be outdoors.

(5) There must be a separate whelping area for each breeding bitch to whelp in which contains a suitable bed for whelping.

(6) Each whelping area must be maintained at an appropriate temperature (between and including 26 and 28 degrees centigrade) and include an area which allows the breeding bitch to move away from heat spots.

(7) Each dog must be provided with constant access to a sleeping area.

(8) A separate bed must be provided for each adult dog.

(9) No puppy aged under 8 weeks may be transported without its biological mother except:



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- a) if a veterinarian agrees for health or welfare reasons that it may be so transported, or
- b) in an emergency.

(10) No breeding bitch may be transported later than 54 days after the date of successful mating except to a veterinarian.

(11) No breeding bitch may be transported earlier than 48 hours after whelping, except to a veterinarian where it is not otherwise practicable or appropriate for that person to attend to the bitch.

(12) Each dog's sleeping area must be clean, comfortable, warm and free from draughts.

(13) In this paragraph, "exercise area" means a secure area where dogs may exercise and play.

Suitable diet

3. (1) Staff must:

- a) Ensure that each puppy starts weaning as soon as it is capable of ingesting food on its own.
- b) Provide each breeding bitch with feed appropriate to its needs,
- c) Provide each puppy with feed appropriate for its stage of development, and
- d) Ensure that each puppy ingests the correct share of the feed provided.

Monitoring of behaviour and training

4. (1) The licence holder must implement and be able to demonstrate use of a documented socialization and habituation programme for the puppies.

(2) Each dog must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.



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(3) Except in the circumstances mentioned in sub-paragraph (4), all adult dogs must be exercised at least twice daily away from their sleeping area.

(4) Where a veterinarian has advised against exercising a dog, the dog must be provided with alternative forms of mental stimulation.

(5) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering disease or distress to the dog and must be correctly used.

Housing with or apart from other dogs

5. (1) Each adult dog must be provided with opportunities and social contact with other dogs where such contact benefits the dogs' welfare.

(2) Each adult dog must be given suitable and adequate opportunities to become habituated to handling by people.

(3) Procedures must be in place for dealing with dogs that show abnormal behaviour.

(4) There must be an area within each sleeping area in which dogs can avoid seeing people and other dogs outside the sleeping area if they so choose.

Protection from pain, suffering, injury and disease

6. (1) All dogs for sale must be in good health.

(2) Any dog with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until it has recovered.

(3) The licence holder must ensure that no bitch:

- a) is mated if aged less than 12 months;
- b) gives birth to more than one litter of puppies in a 12-month period;



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- c) gives birth to more than six litters of puppies in total;
- d) is mated if she has had two litters delivered by caesarean section.

(4) The licence holder must ensure that each puppy is microchipped and registered to the licence holder before it is sold.

(5) No dog may be kept for breeding if it can reasonably be expected, on the basis of its genotype, phenotype or state of health that breeding from it could have a detrimental effect on its health or welfare or the health or welfare of its offspring.

(6) The health, safety and welfare of each dog must be checked at the start and end of every day and at least every four hours during the daytime.

(7) Breeding bitches must be adequately supervised during whelping and the licence holder must keep a record of—

- a) the date and time of birth of each puppy,
- b) each puppy's sex, colour and weight,
- c) placentae passed,
- d) the number of puppies in the litter, and
- e) any other significant events.

(8) The licence holder must keep a record of each puppy sale including:

- a) the microchip number of the puppy
- b) the date of the sale, and
- c) the age of the puppy on that date.

(9) The licence holder must keep a record of the following in relation to each breeding dog:

- a) its name,
- b) its sex,
- c) its microchip and database details,
- d) its date of birth,
- e) the postal address where it normally resides,
- f) its breed or type,



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- g) its description,
- h) the date or dates of any matings, whether or not successful,
- i) details of its biological mother and biological father,
- j) details of any veterinary treatment it has received, and
- k) the date and cause of its death (where applicable).

(10) In addition to the matters mentioned in sub-paragraph (7), the licence holder must keep a record of the following in relation to each breeding bitch:

- a) the number of matings,
- b) its age at the time of each mating,
- c) the number of its litters,
- d) the date or dates on which it has given birth, and
- e) the number of caesarean sections it has had, if any.

(11) Unless the licence holder keeps the dog as a pet, the licence holder must make arrangements for any dog no longer required for breeding to be appropriately rehomed.

(12) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

(13) The licence holder must keep a record of any preventative or curative healthcare (or both) given to each dog.

(14) Where any other activity involving animals is undertaken on the premises on which the licensable activity of breeding dogs is carried on, it must be kept entirely separate from the area where that licensable activity is carried on.

Higher standards (Required)

- One staff member should not be responsible for more than 10 adult dogs.
- All individual dogs must be checked at least once at an appropriate interval during the out of hours period (6pm to 8am) by CCTV or in person. When there are litters, they must be checked in person.
- The licence holder must keep a record of all checks made during both



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- normal hours and out of hours, including the date and time of each check.
- The design and layout of the facility must give the dogs a choice of areas.
- Dogs must be fed twice a day. Each dog must have a feeding plan that balances feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog.
- A minimum of a week's supply of the puppies' current diet must be included when they go to their new home.
- There must be a clear plan setting out 2 forms of exercise per dog each working day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons.
- The breeder will ensure all breeding stock or puppies are recorded in the UK with a registration organisation which must make available record of parent or lineage including coefficient of inbreeding and record of health screening test results. **The parents used for breeding must be pedigree and KC registered with relevant documents to prove. If crossbreed parents are used, you cannot meet this requirement**
- All bitches must be at least 18 months old before they are used for mating.
- A bitch must not be mated if she is 8 years of age or older.
- A bitch must not give birth to more than four litters of puppies in total.
- A bitch must not be bred from if they have had one caesarean.
- Licence holders must test all breeding stock for hereditary disease using the accepted and scientifically validated health screening schemes relevant to their breed or type. They must carefully evaluate all test results and follow any breeding advice issued under each scheme prior to breeding. **It is the licensee's responsibility to keep up to date with relevant information and regularly check in with the Kennel Club in order to obtain the correct health testing with regards their breeds. The correct health tests must be obtained in order to achieve this standard. **
- No mating must take place if the test results indicate that it is likely to produce health or welfare problems in the offspring or affect negatively the relevant breeding strategy (or both).
- Surgery to correct exaggerated conformation must be reported to the registration organisation.
- A vet must check each puppy before sale. Proof of the check must be held and available to the puppy buyer.



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- A puppy contract must be used, which must include undertakings and warranties around health, vaccinations and socialisation carried out by the seller prior to sale, and also make clear the responsibilities of the buyer relative to the dog. This must then give both parties confidence that a transaction has taken place in good faith.

Higher Standards (Optional) 50% required

- A competent person must be on site at all times.
- Each business must have a full-time, permanent member of staff with an appropriate Ofqual regulated Level 3 qualification.
- Ventilation must be a managed fixed or portable air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals.
- Businesses must have a noise management plan in place that's proven to reduce noise for the dogs. Measures can include:
 - Physical barriers
 - Sound absorbing materials
 - Positive reinforcement training to keep barking down
 - Kennel design to prevent noise generation with demonstration of effectiveness
- The breeder must give all details of the sire and bitch to the buyer including:
 - Date of birth
 - Microchip number
 - Registration body (if applicable)
 - Details of any inherited diseases that the breed is prone to
 - Any screening tests
- The licence holder must make sure that the microchipping database is amended with the puppy buyer's details.
- No bitch must be intentionally mated when the Coefficient of Inbreeding (Col) of the puppies would exceed the breed average or 12.5% (if no breed average exists as measured from a minimum 5 generation pedigree).

8. Specific conditions relating to keeping or training animals for exhibition



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Insurance

1. The licence holder must hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition.

Emergencies

2. A written policy detailing contingency measures in the event of the breakdown of a vehicle used to transport the animals, or any other emergency must be available to staff.

Suitable environment

3. Suitable temporary accommodation must be provided for all the animals at any venue where they are exhibited.

Monitoring of behaviour and training

4. The animals must be trained by competent staff and given suitable and adequate opportunities to become habituated to being exhibited, using positive reinforcement.

Housing with or apart from other animals.

- 5.(1) Social animals must not be exhibited if their removal from and reintroduction to the group with which they are usually housed causes them or any other animal within that group stress, anxiety or fear.
- (2) Animals must be prevented from coming into contact with each other during any exhibition where such contact would be likely to cause any of them to show signs of aggression, fear or distress.
- (3) All persons likely to come into contact with the animals during an exhibition must be briefed about how to behave around the animals so as to minimise anxiety, fear and stress in the animals.
- (4) No female animal with unweaned offspring may be removed from its home



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environment and newborn, unweaned or dependent offspring must not be removed from their mothers.

Records

6. The licence holder must keep a list of each animal kept, or trained, for exhibition with all the information necessary to identify that animal individually (including its common and scientific names) and must provide the local authority with a copy of the list and any change to it as soon as practicable after the change.

Protection from pain, suffering, injury and disease

7. (1) A register must be kept of each animal exhibited or to be exhibited which must include:

- a) the full name of its supplier,
- b) its date of birth,
- c) the date of its arrival,
- d) its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable),
- e) the name and contact details of the animal's normal veterinarian and details of any insurance relating to it,
- f) details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet,
- g) a record of the date or dates of the animal's most recent vaccination, worming and flea treatments, and
- h) the distance to and times taken for it to travel to and from each exhibition event.

(2) A record of when the animals are exhibited must be kept and an animal rotation policy must be put in place to ensure that the animals have enough rest between and during exhibition events.

(3) All the animals used in exhibition events must be in good physical and mental



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health.

(4) The exhibited animals must be suitable for the specific conditions, type of enclosure and actions involved in the exhibition.

(5) Any equipment, chemicals and other materials used in the exhibition must not cause the animals pain, discomfort, fatigue or stress.

(6) The animals must be transported in suitable, secure and appropriately labelled carriers.

(7) The licence holder or the licence holder's staff must undertake a risk assessment before each exhibition event.

(8) The animals must not be handled by persons whose behaviour appears at the time to be influenced by the consumption of alcohol or by any psychoactive substance.



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Appendix D: Conditions relating to Dangerous Wild Animals

General

1. These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Health Manager.
2. The granting of a licence for a Dangerous Wild Animal shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Dangerous Wild Animals Act 1976 (as amended).

Standard conditions

3. While any animals are being kept under the authority of this licence;
 - a) the animal shall be kept by no person other than the person specified in the licence,
 - b) the animal shall normally be held at such premises as specified in the licence,
 - c) the animal shall not be moved from those premises except for veterinary treatment or with the written consent of the Council
 - d) the licence holder shall hold a current insurance policy which insures him/her, and any other person entitled to keep the animal under the authority of this licence, against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the Council,
 - e) the public liability insurance required in (iv) above shall provide cover to a minimum of ten million pounds. This figure may be reduced according to the number and species of animals, however, a minimum cover of ten million pounds is required unless stated otherwise on the licence.
4. The species and number of animals of each species which may be kept under



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the authority of this licence shall be restricted to those specified in the Schedule of Animals attached to the licence.

5. The licence holder shall, at all reasonable times, make available the licence to any person entitled to keep any animal under the authority of the licence.
6. Any change in species, or increase in numbers of a species, will only be permitted if written consent of the Council is first obtained and the Schedule of Animals attached to the licence is amended by the Council.

Special conditions

7. Given the unique nature of these establishments, the Council may impose specific special conditions relating to the individual premises based on the species and number of each species kept. These conditions would be imposed in consultation with a specialist veterinary surgeon, or other recognised expert, and attached to the licence as a Schedule of Special Conditions.



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Appendix E: Conditions relating to Zoos

Mandatory conditions taken from section 1A of the Zoo Licensing Act 1981 (as amended)

1A. The following are conservation measures to be implemented in zoos in accordance with this Act-

(a) participating in at least one of the following-

- (i) research from which conservation benefits accrue to species of wild animals;
- (ii) training in relevant conservation skills;
- (iii) the exchange of information relating to the conservation of species of wild animals;
- (iv) where appropriate, breeding of wild animals in captivity; and
- (v) where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals;

(b) promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats;

(c) accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including-

- i. providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
- ii. providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and



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nutrition;

- (d) preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals;
- (e) preventing the intrusion of pests and vermin into the zoo premises; and
- (f) keeping up-to-date records of the zoo's collection, including records of-
 - i. the numbers of different animals;
 - ii. acquisitions, births, deaths, disposals and escapes of animals;
 - iii. the causes of any such deaths; and
 - iv. the health of the animals.

Additional conditions to ensure the proper conduct of the Zoo in all other respects, during the period of the licence:

Insurance

1. Zoo operators must have insurance cover which covers them and every other person under a contract of service or acting on their behalf, against liability for any damage or injury which may be caused by any of the animals or by other factors, whether inside or outside the zoo, including during transportation to other premises. Any upper limit on the sum insured must be set at an adequate but realistic level.
2. Within one month of the date of the licence and one month of the date of renewal of the policy, a copy of the Zoo's current public liability insurance policy, and of subsequent renewals thereof, to be sent to the licensing authority.

Hazardous Animals

3. The licensing authority to be notified in writing, at least one month in advance, of the proposed addition of any animal listed in category one of the Hazardous Animal Categorisation (see Appendix 12 of the Secretary of State's Standards of Modern Zoo Practice - 2012), which is from a taxonomic family of which category one species have not previously been kept in the Zoo.



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4. The licensee/s to notify the licensing authority before the temporary removal from the Zoo (other than for veterinary attention or inter-zoo movements) of any animals listed in category 1 of the Hazardous Animal Categorisation of the Secretary of State's Standards of Modern Zoo Practice. Such notification should be given as early as possible and, in any case, no later than 12 hours before the removal, unless the Zoo operator and licensing authority mutually agree a shorter period. The notification should include details of the destination, the method of transportation of the animal, the arrangements for its well-being and the arrangements for the safety of the public whilst it is away from the Zoo.

Escapes

5. In the event of any non-domestic animal escaping from the confines of the Zoo, notification shall be made to the licensing authority as soon as possible, and, in any case, not later than 24 hours following the escape.
6. The licensee must ensure that all members of staff are familiar with emergency procedures when animals escape. In particular, emergency animal escape drills must be carried out at least four times a year, recorded and regularly reviewed, this should include at least two drills involving the escape of a category one species (where present) as stipulated in Appendix 12 of the current Secretary of State's Standards of Modern Zoo Practice.

Stock Records

7. An annual stock list of all animals must be kept and a copy must be forwarded to the local authority before the 1st April of the year following that to which it relates. This must be in, or similar to, the format stipulated in Section 9.5 & 9.6 of the current Secretary of State's Standards of Modern Zoo Practice (2012), or those that are produced by ZIMS and cover the period from the 1st January until the 31st December.

Note 1. These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance powers conferred under section 9 of



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the Zoo Licensing Act 1981 (as amended).

