



CITY OF
Lincoln
COUNCIL

Animal Activities Licensing

Home Boarding for Dogs - Preparing for Inspection



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Introduction

All new and renewing home boarding for dogs premises must be visited by an inspector. The inspector will assess whether or not the premises is likely to meet the licence conditions and whether the conduct displayed by the applicant indicates that they are a fit and proper person to carry out the licensable activity. They will produce a report following the inspection.

For all of our animal activity licences, we use the national statutory guidance issued by the Department for Environment, Food & Rural Affairs. All those caring for animals must meet a minimum standard set out in the regulations. This document is intended to provide clarification on what our inspector needs to see at the time of the inspection.

Things you need

There are some items you will need when your business is up and running, you may already have them, or you may need to purchase them before you start trading. You don't need to have bought these items when we inspect your premises, but we do need to know that you will be purchasing any items that you do not already have.

You must have (or be ready to purchase on the receipt of your licence):

- public liability insurance appropriate for your business – as required under the guidance
- identity tags with the licence holder's name and contact details
- water and food bowls
- cleaning supplies including disinfectant that kills viruses as well as bacteria
- smoke detector
- poo bags
- carbon monoxide detector
- first aid kit suitable for dogs
- any items needed for transporting a dog in your nominated vehicle, such as a dog guard, travel crate or seatbelt harness. If you are unsure what you need the inspector can help you choose, but cannot recommend specific brands
- protective clothing (for example, disposable gloves and overshoes) in case you need to isolate a sick dog
- lock, chain or bolt for gates leading to the outside (if not already fitted)
- planning permission, as you may need it for a change of use of your home.
 - For more information about planning permission, please visit:
<https://www.lincoln.gov.uk/planning/planning-applications/1>

The following items are things that you must have, but may often be provided by the dog's owner, we strongly recommend that you have your own supply in case these are not supplied:

- toys and enrichment items
- soft bedding



Record keeping

Requirements for keeping records are mentioned in several places in the regulations. All records you keep must be kept for three years and be available for inspection. Electronic records must be backed up.

A register must be kept of all the dogs on the premises which must include:

- dates of each dog's arrival and departure
- each dog's
 - name
 - age
 - sex
 - neuter status
 - microchip number
 - a description of it or its breed
- the number of and which (if any) dogs are from the same household
- contact details of the owner and emergency contact of each dog including their:
 - name
 - postal address
 - telephone number
 - email address
- name and contact details of each dog's normal veterinarian
- details of any insurance relating to the dog
- details of each dog's relevant medical and behavioural history, including details of any medical treatment administered including against parasites
- any restrictions on exercise
- the dates of each dog's most recent vaccination, worming and flea treatments
- details of each dog's diet and related requirements
- consent forms (if applicable) for:
 - boarding with dogs from other households
 - use of a crate
 - feeding without separation from other dogs
 - walking a dog outside the home environment or garden
 - letting a dog off the lead
 - walking and/or socialising with other dogs

If you are applying for your first licence, we ask that you prepare a template of how you will keep records and submit this with your application, so that we can see you understand what is required of you. For licence renewals, please have your records ready for inspection.



Policies and procedures

You will need to have a range of written policies and procedures in place. The inspector will need to see them before the inspection can take place. Anyone responsible for the care of the animals must be made fully aware of these.

You must have the following policies:

- a policy about monitoring a new dog's introduction to the environment
- a staff training policy (if you employ any staff)
- a policy for dealing with emergencies (including extreme or abnormal temperatures and weather conditions)

You must have written procedures in place that cover:

- feeding regimes
- cleaning regimes
- transportation
- the prevention and control of disease (including how you would isolate an animal)
- monitoring the health and welfare of all animals
- the death or escape of an animal (including the storage of carcasses)
- dogs under one year of age

If any person aged under 16 years resides at the property, you must carry out a risk assessment and have procedures in place to regulate the interactions between the dogs and that person.

Your property and providing a suitable environment

The number of animals allowed on your property will depend on the available space in your home. Each dog you intend to have on the premises (including any of your own) must have a suitable room.

Dogs **must not** be home-boarded in:

- conservatories
- bedrooms in which the usual occupant is below the age of 16
- cupboards
- balconies
- an outside building, structure or shed
- garages, cellars or lofts (unless converted to a standard suitable for a human to live in)

The inspector will evaluate each room individually.

Any outdoor space used, must be private, secure, and safe. Dogs should not have the ability to jump over or dig under any boundary fences, and gates should be lockable to prevent accidental escapes. Regular access to the outdoor area must be provided for toileting purposes.



If your garden has any features such as ponds, it is crucial to ensure that these areas are inaccessible to dogs unless under supervision. You should also consider whether any plants in your garden are toxic and how you will ensure any risks are minimised.

Transport

You must have access to a suitable vehicle to be able to transport dogs, this does not have to be owned by you, and you do not need to be able to drive. You should have the appropriate means to transport a dog in the vehicle, this may be a crate, harness or dog guard.

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

Staff training

You do not need to hold any formal training or qualifications to hold a licence, but you need to be able to demonstrate you have sufficient knowledge and experience. This should be provided in writing with your application, detailing your understanding and capability to ensure the welfare of the animals that you will be caring for.

Staff must be trained in:

- animal welfare, including recognising poor welfare
- animal handling
- animal behaviour
- cleanliness and hygiene
- feeding and food preparation
- disease prevention and control
- recognising sick or injured animals
- giving first aid treatment to animals

An appropriate animal first aid course must be taken and recommend that this is done before you apply for your licence.

There must be a record of all staff training – please be aware that this includes the licence holder as well as anyone who is involved in the care of the animals.

Support

You will need to ensure you have support in case you are unwell or unable to return home. You will be asked to provide an emergency contact and key-holder for your property; your emergency contact should be no more than 30 minutes away and should have a thorough understanding of all your policies and procedures. This individual should be genuinely capable of looking after the animals in your care in the event of an emergency meaning you cannot.



Disease Control:

All dogs (resident and boarded) must have current vaccinations against (at least) the following:-

An up-to-date veterinary vaccination record must be seen to show that dogs, including resident dogs, have current vaccinations against:

- Canine Distemper
- Canine Parvovirus
- Infectious Canine Hepatitis (adenovirus)
- Leptospirosis (L. Canicola and L. icterohaemorrhagiae)
- other relevant diseases

Medicine

Any treatment must have the consent of the owner, be used in accordance with instructions from the vet and be stored in accordance with the manufacturers or vets instructions. The health and safety of yourself and the dog you are looking after comes first so if you are not confident or competent in administering any given medicine to any given animal you should consider declining the booking.

Displaying your licence

When you receive your licence, you must display it in a public-facing area of your premises.

If you have a website or social media page for your business, your name and licence number must be displayed on that page or website.

Things to remember

No dog registered under the Dangerous Dogs Act 1991 can be accepted unless you have public liability insurance in place to cover this and the legislation under this Act must be followed.

Puppies that have not completed their inoculations must not be boarded.

Kennels - to have a licence for home boarding, dogs should be housed within the home, therefore outdoor kennels are not permitted.

Training - the regulations state that training must be reward-based, which rewards good behaviour, and that unwanted behaviour should be ignored. Any training methods must not cause pain, suffering or injury.

Restrictions

You will not get a licence if you've committed an animal welfare offence or if you've been banned from:

- hiring out horses



- selling pets
- boarding cats or dogs
- breeding dogs
- keeping or training animals for exhibition

Fines and penalties

You may be fined an unlimited amount or imprisoned for up to 6 months if you provide or arrange boarding for cats or dogs without a licence or do not follow the conditions of your licence.

Your licence can be taken away if you stop or delay an inspection, and you could be banned from running an animal boarding establishment.

Further information

[The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018](#) replaced several other pieces of animal legislation and brought in a star rating system to assess licensees.

All the information within this document, along with more detailed guidance, can be viewed at:

<https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/home-boarding-for-dogs-licensing-statutory-guidance-for-local-authorities>

If you have any questions or need further assistance, please email us at: ppasb@lincoln.gov.uk