

Checklist for Licence holders to complete before applying for a new grant or renewal of Licence



Dog Breeding Businesses

Once you apply for a Licence you are essentially telling the Council that you are ready to start breeding dogs. You are therefore saying that your premises are suitable and compliant with the legislation and statutory guidance and that you have all the necessary paperwork in place.

If you do not have the necessary paperwork in place or your premises are not structurally compliant, then it is likely that your application may be refused. At that point your application fee is forfeit and you will need to re-apply in the future and pay a new fee.

The statutory guidance can be found on the GOV.UK website:

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

Template/example policies and other documents can be found on our website:

www.preston.gov.uk/animallicensing

This checklist has been prepared in good faith however it is the responsibility of the License holder/owner to ensure that the documents they use in the course of their business satisfy the requirements of the licensing conditions.

If the documents in the checklist do not apply to your business, then you do not need that form. For example you may not want to board dogs from different households at the same time, therefore you will not need that in your written consents. However we would expect to something in your policy to reflect that operational practice.

You are not limited to having the documents on the checklist. The checklist aims to cover the minimum requirements to achieve the grant of a licence.

Relevant Condition	Requirement	Tick ✓
Part A, 1.1	Is your current Licence on display, or can it be easily displayed when clients visit the property?	
Part A, 1.2	Is the name of the Licence holder and the Licence number displayed on all websites that you use? (company website, facebook, Instagram etc) For example 'Michael Bloggs AW5678'	
Part A, 2.0	Are all records readily available for inspection and kept for three years?	
Part A, 4.1	Is there someone competent to assist with the care of the animals if the licensee is absent for an extended period?	
Part A, 4.1	Is the staff ratio 20 dogs to 1 person or less?	
Part A, 4.2	Do you undertake relevant staff training?	
Part A, 4.2	Do you have copies of certificates for relevant staff training?	
Part A, 4.3	Do you have a written training Policy?	
Part A, 5.0	Have you checked the physical aspects of the property to ensure they comply with this section of the guidance?	
Part A, 6.1	Do you have a form for recording the type, quantity and frequency of the food each dog receives?	
	Do you have a puppy weaning plan?	
Part A, 6.2	Do you have forms for monitoring the feed and water intake of the dogs and noting any issues?	
	Do you have forms to record weekly weights and Body Conditioning Scoring of puppies?	
Part A, 7.1	Have you created a written programme that shows how you provide an enriching environment inside and outside?	
Part A, 7.3	Do you have a forms for recording changes in behaviour of dogs?	
Part A, 8.1	Do you have a protocol for dealing with difficult dogs?	
	Do you have a range of muzzles of varying sizes and a suitable dog catching device kept on site?	
Part A, 9.1	Do you have written procedures for:	
	• Feeding	
	• Cleaning	
	• Transportation	
	• Prevention of, and control of the spread of, infectious disease	
	• monitoring and ensuring the health of all the animals	
	• the death or escape of a dog (including the storage of the carcass)	
	• to cover the care of the animals following the suspension or revocation of the licence or during and following an emergency	

Part A, 9.3	If you are using your vet or other premises as isolation facilities, a letter from that vet or premises stating that the facilities are ready to be used.	
Part A 9.4	Are you keeping records of dogs up to date vaccinations?	
Part A, 9.8	A letter demonstrating that you have registered with a vet	
	Are the Vet details displayed (or kept) where staff can easily access them (Name of vet, address, tel number, out of hours tel number)?	
Part A, 9.11	Have you checked all of your cleaning products to ensure they are safe for dogs, especially puppies?	
	Are cleaning product stored safely?	
Part A, 9.14	Do you have a method of recording presence/absence of faeces and urine and recording anything unusual?	
Part A, 10.1	Do you have a written emergency plan covering fire, carbon monoxide, loss of power, loss of water, extreme weather etc?	
	Do you have smoke detectors installed in each building?	
	Do you have a Carbon Monoxide detectors installed near to gas appliances?	
	Do you have a dog first aid kit?	
Part B, 1.2	Do you ensure any advertisement for the sale of a dog: (a) includes the number of the licence holder's licence (b) specifies the local authority that issued the licence (c) includes a recognisable photograph of the dog being advertised (d) displays the age of the dog being advertised	
Part B, 4.1	Have you implemented a documented socialisation and habituation programme for the puppies?	
Part B, 6.4	Do you ensure that sure that each puppy is microchipped and registered to the licence holder before it is sold?	
Part B, 6.7	Do you 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 (e) any other significant events	
Part B, 6.8	Do you keep a record of each puppy sale including: (a) the microchip number of the puppy (b) the date of the sale (c) the age of the puppy on that date	
Part B, 6.9	Do you keep a record of the following in relation to each breeding dog: (a) its name (b) its sex	

	<ul style="list-style-type: none"> (c) its microchip and database details (d) its date of birth (e) the postal address where it normally resides (f) its breed or type (g) its description (h) 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 (k) the date and cause of its death (where applicable) 	
Part B, 6.10	<p>Do you keep a record of the following in relation to each breeding bitch:</p> <ul style="list-style-type: none"> (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 (e) the number of caesarean sections it has had (if any) 	
Part B, 6.12	<p>Do you have a preventative healthcare plan agreed with the vet with which you are registered (and signed by them)?</p>	