

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



Dog Home Boarding Businesses

Once you apply for a Licence you are essentially telling the Council that you are ready to start caring for animals as a home boarder. 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 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/home-boarding-for-dogs-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, for example consent to board dogs from different households together, then you do not need that form. However we would expect to see something in your policies that state 'We only accept dogs from the same household', or 'We do not accept dogs from different households'.

You are not limited to having the documents on the checklist. The checklist aims to cover the minimum requirements.

Relevant Condition	Requirement	Tick <input type="checkbox"/>
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, 3.2	Have you ensured that you are not using any prohibited rooms: (conservatory, bedroom containing a person u16, garage, cupboard, cellar, a loft, a balcony, outside building?) unless they have been made suitable for human habitation?	
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 10 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, 7.1	Have you created a written programme that shows how you provide an enriching environment inside and outside?	
Part A, 7.5	If you are accepting dogs under 1 year of age, do you have written procedures in place?	
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, 10.1	Do you have a written emergency plan covering fire, carbon monoxide, loss of power, loss of water, extreme weather etc?	
Part B, 13.1	Documented trial session for dogs from different households to be familiarised	
Part B, 17.2	Do you have a sufficient number of identity tag's which include the licence holder's name and contact details (Phone number and address of premises)?	
Part B, 18.2	Do you have a preventative healthcare plan agreed with the vet with which you are registered (and signed by them).	
Consent form or forms must include the following permission(s) from owners;		
Part A, 6.1	Permission to eat with dogs from other households	
Part A, 7.2	Consent to walk their dog with other dogs	
Part A, 9.4	Permission to treat the dog for fleas, tick or lice	
Part A, 9.7	Permission to give the dog preventative treatment	
Part A, 9.10	Permission to give medicines prescribed by a vet	
Part A, 12	Permission to euthanise a dog	
Part B, 13.1	Consent for dogs from different households to be boarded together	
Part B, 13.6	Consent for a dog to use a dog crate	
Part B, 14.1	Consent to feed dogs together	
Part B, 15.2	Consent to; <ul style="list-style-type: none"> • enable walk dogs outside the home/ garden • enable a dog to be walked off lead • enable a dog to be walked with dogs other than from its own household 	
Part B, 16.1	Consent to keep dogs together in a designated room	