

CANNOCK CHASE COUNCIL

LICENSING & PUBLIC PROTECTION COMMITTEE

4 SEPTEMBER 2014

HEAD OF ENVIRONMENTAL HEALTH

**BRIEFING NOTE ON MODEL LICENCE CONDITIONS AND GUIDANCE:
PET SHOPS, DOG BREEDING ESTABLISHMENTS AND
ANIMAL BOARDING ESTABLISHMENTS**

1. Report

- 1.1 Members are invited to note that on 12 November 2014 full Council will be asked to approve and adopt revised conditions to be attached to animal welfare licences issued by Environmental Health.
- 1.2 Through the Environmental Health Licensing Unit, the Council regulates conditions in a range of premises where animals are kept including:
- Pet Shops;
 - Dog Breeding Establishments;
 - Dog and Cat Boarding Establishments;
- 1.3 Legislation applicable:
- The Pet Animals Act 1951
 - Breeding of Dogs Act 1973 as amended
 - The Animal Boarding Establishments Act 1963
- 1.4 Persons wishing to keep animals at any of the establishments listed above are required to apply for a licence from the Council. Once the application is received it is forwarded to the Licensing Unit when arrangements are made to inspect the premises. Such Licences are normally also subject to an independent inspection by a veterinary surgeon.
- 1.5 Applications are then either approved, approved with additional licence conditions or refused.
- 1.6 In general terms licence conditions will be designed to ensure the following:
- that animals will be kept in suitable accommodation, for example with regard to temperature, size, lighting, ventilation and cleanliness;
 - adequate food, drink and bedding will be provided to the animals;
 - animals are adequately exercised, and visited or observed at suitable intervals;
 - that any mammalian animals will not be sold too young;
 - that steps are taken to prevent disease spreading among the animals, including provision of isolation facilities;
 - that adequate fire and emergency provisions are in place;

- 1.7 Over recent years, the Chartered Institute of Environmental Health (CIEH), working with interested parties, has produced sets of "Model Conditions" and guidance to assist local authorities when issuing such licences. The Model Conditions give recommendations for the basic minimum standards considered necessary to ensure the health, safety and welfare of animals in the above establishments.
- 1.8 The following sets of CIEH model conditions have recently been deposited in Members' Group Rooms and are available to view in the Licensing Unit:
- Pet Vending Licensing (2013)
 - Cat Boarding Establishments (2013)
 - Dog Breeding Establishments (2014)
 - Dog Boarding Establishments (1995)

VET & LICENCE HOLDER CONSULTATIONS:

2. Model Conditions for Pet Vending Licensing

- 2.1 A consultation exercise on the Model Conditions for Pet Vending Licensing 2013 was carried out between 15 August 2013 and 29 November 2013. All Pet Shop Licence holders and the Council's Vet were consulted.
- 2.2 One response was received from:
- ❖ Donnachie & Townley Veterinary Centre, Market Street, Rugeley.
- 2.3 The consultation letter and Vet's response are attached as Annex 1 & 2 to this report.

3. Model Licence Conditions and Guidance for Cat Boarding Establishments

- 3.1 A consultation exercise on the Model Licence Conditions and Guidance for Cat Boarding Establishments 2013 was carried out between 28 January 2014 and 25 April 2014. All Cat Boarding Establishment Licence holders were consulted in addition to the Council's Vet.
- 3.2 Three responses was received from:
- ❖ Donnachie & Townley, Veterinary Centre, Market Street, Rugeley.
 - ❖ Mr & Mrs Sammons, Feline Hotel, 36 Uxbridge Street, Hednesford, WS12 1DB
 - ❖ Mrs Jean Johnson, Meadow Farm Cattery, 3 Hayfield Hill, Cannock Wood, WS15 4RP
- 3.3 The consultation letter and consultation responses are attached as Annex 3, 4, 5 & 6 to this report.

4. Model Licence Conditions and Guidance for Dog Breeding Establishments

- 4.1 The Council currently has no licensed dog breeding establishments. An informal consultation exercise on the Model Licence Conditions and Guidance for Dog Breeding Establishments was carried out with the Council's Vet between 6 May 2014 and 30 June 2014.
- 4.2 No consultation response was received.
- 4.3 A copy of the consultation letter is attached as Annex 7 to this report.

5. Model Licence Conditions and Guidance for Dog Boarding Establishments

- 5.1 The Council currently has no licensed dog boarding establishments of the type described in the model conditions and guidance. As a result no consultation exercise was carried out. The model conditions and guidance are intended to be adopted in preparation for any application of this type in the future.
- 5.2 The Council does currently licence 2 establishments which home board a small number of dogs. It is intended that should the Model Licence Conditions and Guidance for Dog Boarding Establishments be adopted by the Council, then suitable conditions will be adapted from the guidance to apply to those licence holders.
- 5.3 The current home boarding of dogs conditions are attached as Annex 8 to this report.

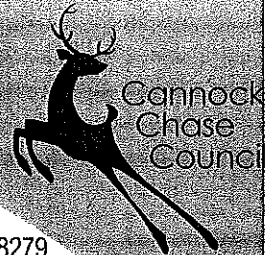
6. Members are therefore asked to note:

- The production of the revised / updated guidance and model conditions;
- The Licence Holder and Vet responses given at Annex 1 to 8 of this report.
- That Council will be asked on 12 November 2014 to approve and adopt these model conditions and guidance documents;

7 Further information available from:

Sean O'Meara, Senior Licensing Officer, 01543 464244

E mail: seanomeara@cannockchasedc.gov.uk



Please ask for: Sean O'Meara Your Ref:
Extension No: 4244 My Ref: SOM//PAA51consult/58279
E-Mail: licensingunit@cannockchasedc.gov.uk

15 August 2013

Pet Animals Act 1951
Conditions of Licence- Trade Consultation 2013.

I write with reference to the above as some of you may be aware that in July 2013, several animal welfare organisations, as well as the Chartered Institute of Environmental Health, created a new 2013 document with model conditions in respect of the sale (vending) of pet animals.

I have enclosed a copy of the said model conditions for your perusal and my reason for writing to you is to ask you to read the document carefully and provide the Licensing Unit with any comments you may have about them by no later than **29 November 2013**. This is a period of just over 3 months. The document is also available for download on the internet at the Local Government Association website at: http://www.local.gov.uk/web/guest/publications/-/journal_content/56/10171/3378153/PUBLICATION-TEMPLATE

Please provide any comments you may have to licensingunit@cannockchasedc.gov.uk or in writing to:

Mr. S. Shilvock,
Head of Environmental Health,
Cannock Chase District Council,
PO Box 28,
Beecroft Road,
Cannock,
Staffs,
WS11 1BG

Once we have comments from the Trade, we may then consult on a wider basis and consider adopting the Model Conditions in early 2014. Please note that **this will not affect your licence renewal in December of this year (2013).**

The Council's Licensing Unit will write to you in the normal manner around October 2013 inviting you to renew your existing Pet Shop Licence and I would ask you, as ever, to respond to that letter without delay if you intend to renew your licence for 2014. Any Pet Shop Licence issued at the end of 2013 will have the existing conditions of licence placed upon them, not the new model conditions.

By the time this years licence is renewed, the Council will have had your comments (by 29 November 2013) and we may be in a position to advise you of the outcome of this trade consultation when your 2014 licence is issued. I am available on 01543 464244 should you wish to discuss this letter.

Yours sincerely

Sean O'Meara
Senior Licensing Officer

Donnachie & Townley

The Veterinary Centre, Market Street, Rugeley, Staffs, WS15 2JH
Tel: (01889 582023) Fax: (01889) 575533 E:mail: thevetsrugeley@virgin.net

Mr S O'Meara
Senior Licensing Officer
Cannock Chase Council
Civic Centre
PO Box 28
Beecroft Road
Cannock
Staffs WS11 1BG

20 August 2013

Dear Mr O'Meara

CANNOCK CHASE
22 AUG 2013
CANNOCK CHASE COUNCIL

Thank you for your letter regarding Conditions of Licence-Trade Consultation 2013 and the copy of the new 'Model Conditions'.

My first comment is that life never seems to get any simpler; the previous 'Model Standards' which I have generally worked to over the years has 16 pages. The new Model Conditions run to 31 pages!

That being said I feel that the document is much more comprehensive and more specific in detailing how animals are to be kept in vending premises. In particular the Schedules on stocking densities are more detailed and stocking densities across the board have been reduced. This will obviously mean bigger cages or less animals in cages.

This is probably the change which will most impact on the type of premises for which you issue licences at present.

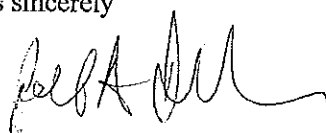
Most of the rest of the document is common sense and I cannot envisage your licence holders having a problem with it.

With regard to any financial implications of the new conditions; when these are adopted cage sizes and stocking densities will have to be checked and so inspections for the first licence under the new guidance will inevitably take longer.

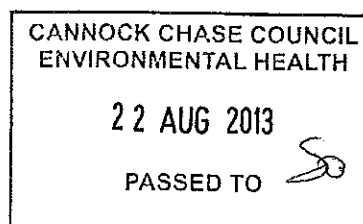
I hope these comments are of some help to you. Please call me if you wish to discuss any points raised.

Best wishes

Yours sincerely



Peter A Donnachie



Please ask for: Sean O'Meara **Your Ref:**
Extension No: 4244 **My Ref:** SOM/ABE63/consult/60537
E-Mail: licensingunit@cannockchasedc.gov.uk

28 January 2014

Dear

Animal Boarding Establishments Act 1963
Conditions of Licence- Licence Holder Consultation 2014.

I write with reference to the above as some of you may be aware that in November 2013, several animal welfare organisations, as well as the Chartered Institute of Environmental Health, created a new document with Model Licence Conditions and Guidance for Cat Boarding Establishments.

I have enclosed a copy of the said model conditions and I would ask you to read the document carefully. If you feel it appropriate, I would then ask you to provide the Council's Licensing Unit with any comments you may by no later than Friday **25 April 2014**. This is a period of just over 3 months.

The document is also available for download on the internet at the Local Government Association website at: <http://www.cieh.org/assets/0/72/1126/1212/1216/1218/588e4ea2-2316-4f6c-8f2c-85bf9371c578.pdf>

Please provide any comments you may have to licensingunit@cannockchasedc.gov.uk or in writing to:

Mr S Shilvock,
Head of Environmental Health,
Cannock Chase District Council,
PO Box 28,
Beecroft Road,
Cannock,
Staffs,
WS11 1BG

Once we have your comments, we may then consider adopting the Model Conditions and Guidance in the Summer of 2014 in readiness for the December 2014 renewal process. **Please note that this will not affect the licence renewal of December 2013 which is currently being processed.**

Any Boarding Establishment Licences issued at the beginning of 2014 will have the existing conditions of licence placed upon them, not the new model conditions.

Once the consultation period has closed we will advise you of the outcome of this consultation. I am available on 01543 464244 should you wish to discuss the consultation.

Yours sincerely

Sean O'Meara
Senior Licensing Officer

Donnachie & Townley

The Veterinary Centre, Market Street, Rugeley, Staffs, WS15 2JH
Tel: (01889 582023) Fax: (01889) 575533 E:mail: thevetsrugeley@virgin.net

Mr S O'Meara
Senior Licensing Officer
Cannock Chase Council
Civic Centre
PO Box 28
Beecroft Road
Cannock
Staffs WS11 1BG

CANNOCK COUNCIL
25 APR 2014
POST ROOM

24 April 2014

Dear Mr O'Meara

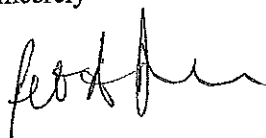
First of all apologies for my late reply but I have just managed it before the deadline!

I have been through the new model guidelines and can find nothing there that does not appear sensible.

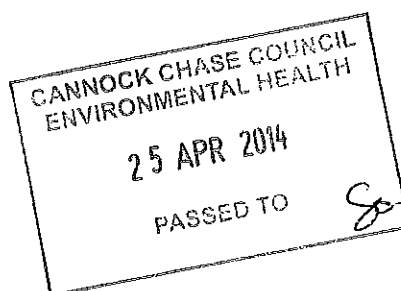
My only comment as with the new guidelines for pet shops is that it may mean that inspections will have to be more involved and time consuming with a consequent impact on fees.

I hope this helps.

Yours sincerely



P A Donnachie



Sean OMeara

From: LicensingUnit
Sent: 21 March 2014 09:01
To: Sean OMeara
Cc: Carron Barnes
Subject: FW: Cattery model conditions & guidance

From: Hotel Feline [hotelfeline@hotmail.co.uk]
Sent: 20 March 2014 15:33
To: LicensingUnit
Subject: Cattery model conditions & guidance

To whom it may concern,

As per your request please find enclosed our comments on the above.

We are a small cattery with 8 pens and have been operating successfully since 2011.

We can comply with all the recommendations except for the following.

1. In the guidance page 9 it is stated that division walls between units have either solid or opaque panels, not clear glass or open mesh. Our pens have clear safety glass division walls, these provide light and allow the cats to see one another (like looking out of a window). We feel that cats will be stressed if they can hear but cannot see their neighbour. In our experience of running a boarding cattery no cat has ever been stressed by being able to see the cat in the next unit. These are full height safety glass divisions so there can be no direct contact.

2. In the guidance page 9 it is stated an additional safety porch must be added for security on the main entrance. In our opinion this is not necessary as more doors do not add to security. We feel it is staff training that is important to close any inner doors before opening any external door.

An additional comment is that our double pens fall short on dimensions by about 100mm.

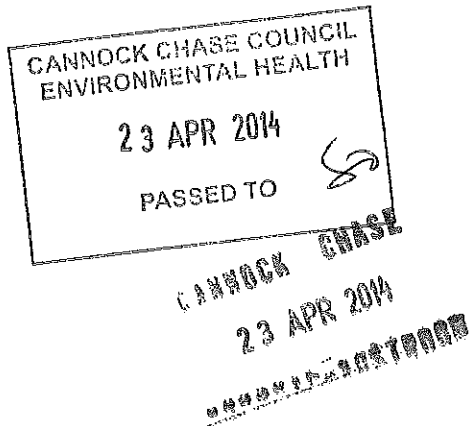
Over the last 3 years of trading all of our cats and owners have been more than satisfied with our cattery and the service we give.

Regards,

Nadine & Ron Sammons
Hotel Feline Boarding Cattery
36 Uxbridge Street
Hednesford
Staffs
WS12 1DB
Tel: 01543 425705

20/03/2014

Licensing



Meadow Farm Cattery
3 Hayfield Hill
Cannock Wood
Rugeley
Staffs
WS15 4RP
20th April 2014

Dear Sirs

Re: CIEH Model Licence Conditions and Guidance for Cat Boarding

Establishments 2013

I read that above with interest and have the following points to make:

• **The use of solid or opaque panels in division walls**

Whilst I understand the need for cats to have privacy, to avoid seeing each other where they wish to do so and also to have the need for hiding places, I believe that this is achieved by solid division walls in the sleeping areas and solid division walls to half the height (with the top as clear glass) in the exercise runs. My own cattery has recently been constructed in this manner and I find that the cats are extremely happy in this environment.

If opaque or solid walls are to the full height in the exercise runs this will cut down the light in the runs and will give the cats a "tunnel vision" outlook. They will be unable to see what is going on around them and I feel that it will be more frightening for them to know that there is something next door but not to be able to see what this is if they so choose. Their view of the outside would also be much diminished.

Section A.1 (A.1.17) states that there must be a securable door through which the inside of the cattery can be viewed from the outside. Solid or opaque full height walls in the exercise runs would severely diminish this view.

• **Isolation Pen**

Different methods of isolating a cat are given:

- Separate Isolation Pen
- Taking the cat to a vet (I believe that there should be evidence of the agreement between the veterinary practice and the cattery owner and that out of hours emergency veterinary treatment should be shown to be available)
- Being able to shut off an end unit of the cattery

Is the Council to leave this decision to the discretion of the Cattery owner?

- **Electrical Checks**

A timescale needs to be given for these checks (yearly, two yearly etc).

I trust that consideration will be given to the above and look forward to hearing from you in due course.

Yours Faithfully



Jean L Johnson

Cattery Proprietor

Please ask for: Sean O'Meara **Your Ref:**
Extension No: 4244 **My Ref:** SOM/BDA73/91/consult/60750
E-Mail: licensingunit@cannockchasedc.gov.uk

6 May 2014

Donnachie & Townley,
The Veterinary Centre,
Market Street,
Rugeley,
Staffs,
WS15 2JH

FAO Mr Peter Donnachie.

Dear Mr Donnachie,
Dog Breeding Establishments.
Conditions of Licence- Licence Holder Consultation 2014.

I write with reference to the above and to advise you that that in January 2014, several animal welfare organisations, as well as the Chartered Institute of Environmental Health, created a new Guidance and Model Conditions in respect of the this type of establishment.

Although Cannock Chase District Council currently has no registered dog breeders within the district, I have enclosed a copy of the said Guidance and Model Conditions for your perusal and I would ask you for any comments you may have in due course please.

There is no formal date for a response but I would be grateful if you were able to respond by no later than the end of June 2014. It is intended to consider the adoption of the said Guidance and Model Conditions later this Summer in readiness for any new applications.

Should you have any queries regarding this letter, please do not hesitate to contact me on 01543 464244.

Yours sincerely

Sean O'Meara
Senior Licensing Officer

Ref: CCDC/

ANNEX A

SCHEDULE OF CONDITIONS AS ATTACHED TO LICENCE NO.

IN RESPECT OF

DATED:

1. The number of animals accommodated at the establishment at any one time shall not exceed (number to be determined by the Council) dogs.
2. Accommodation provided for animals must, in all respects, be suitable as regards construction, size of quarters, exercising facilities, temperature, lighting, ventilation and cleanliness.
3. All cats accommodated at the premises must be provided with suitable bedding materials and must be given adequate exercise.
4. Suitable food and drink must be provided for all animals.
5. Whilst animals are boarded at the establishment, there must always be someone resident at the premises and all animals must be visited at suitable intervals.
6. All reasonable precautions must be taken to prevent and control the spread among animals of infectious or contagious diseases, included the provision of adequate isolation facilities.
7. All heating appliances must be of such construction as to constitute no risk of fire.
8. Appropriate steps must be taken for the protection of animals in case of fire or other emergency.
9. All bulk supplies of food must be kept in rat-proof containers.
10. A register must be kept containing a description of any animals received into the establishment, date of arrival and departure and the name and address of the owner; such register to be available for inspection at all times by an Officer of the Local Authority, Veterinary Surgeon or Veterinary Practitioner authorised under Section 2(1) of the Animal Boarding Establishment Act 1963.
11. The licence shall permit any Officer from the Local Authority, Veterinary Surgeon or Veterinary Practitioner authorised by them, to enter the premises at all reasonable times and inspect them and any animals found thereon or anything found therein.
12. At least two fire extinguishers must be sited within the cattery building.
13. An additional tub of water and a bucket must be provided for fire fighting. These and two buckets of sand to be sited together near the outside of the pens and prominently marked 'Fire Fighting Equipment'.
14. Satisfactory arrangements shall be made at all times for the disposal of animal waste and soiled bedding.
15. The burning of waste and soiled bedding is not considered to be a suitable method of disposal.