

Please ask for: Mr M. Berry

Your Ref:

Extension No: 4589

My Ref:

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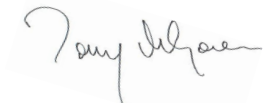
19 April, 2016

Dear Councillor,

**LICENSING AND PUBLIC PROTECTION COMMITTEE
10:00 A.M., WEDNESDAY 27 APRIL, 2016
DATTELN ROOM, CIVIC CENTRE, CANNOCK**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



T. McGovern
Managing Director

To: Councillors

Grice, Mrs. D. (Chairman)
Johnson, T.B. (Vice-Chairman)

| | |
|---------------|-----------------|
| Allen, F.W.C. | Snape, P.A. |
| Hardman, B. | Sutherland, M. |
| Grocott, M.R. | Todd, Mrs. D.M. |
| Lea, C.I. | Witton, P. |

A G E N D A

PART 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Minutes

To approve the Minutes of the meeting held on 10 March, 2016 (enclosed).

4. Licence Conditions for the Home Boarding of Dogs

Report of the Head of Environmental Health (Enclosure 4.1 – 4.7).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
LICENSING AND PUBLIC PROTECTION COMMITTEE
HELD ON THURSDAY 10 MARCH 2016 AT 10:00AM
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors

Grice, Mrs. D. (Chairman)
Johnson, T.B. (Vice-Chairman)

Grocott, M.R. Sutherland, M.
Lea, C.I. Todd, Mrs. D.M.
Snape, P.A. Witton, P.T.

21. Apologies

Apologies for absence were received from Councillor B. Hardman.

22. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

23. Minutes

RESOLVED:

That the Minutes of the meeting held on 25 February, 2016, be approved as a correct record and signed.

24. Department for the Environment, Food and Rural Affairs (DEFRA) Consultation on the Review of Animal Establishment Licensing in England

Consideration was given to the Report of the Head of Environmental Health (Item 4.1 – 4.22 of the Official Minutes of the Council) (*presented by the Food, Safety and Licensing Manager*).

The Committee considered each of the consultation questions in turn and agreed the responses as shown in the below table:

| Question | Committee Response |
|--|---|
| Q1 – To what extent do you agree or disagree with the proposal to introduce a single Animal Establishment Licence? | Unanimous agreement with this proposal. |
| Q2 – To what extent do you agree or disagree with the proposal to promote or require use of the Model Conditions by local authorities, for activities where they have been agreed? | Unanimous agreement with the proposal as the Council is already working to the Model Conditions. |
| Q3 – To what extent do you agree or disagree with the proposal to prohibit the sale of puppies below the age of eight weeks? | Majority agreement with this proposal. |
| Q4 – To what extent do you agree or disagree with the proposal to make clear that the statutory licensing threshold for dog breeders is set at three or more litters per year? | Unanimous agreement with this proposal. |
| Q5 – To what extent do you agree or disagree with the proposal to legally require pet sales to provide written information when selling animals? | Unanimous agreement with this proposal. |
| Q6 – What other proportionate measures could address concerns around the care of exotic animals? | Detailed written information should be provided on how the animal should best be cared for (e.g. how and what it should be fed, ideal living conditions, likely adult size of animal etc.). |
| Q7 – To what extent do you agree or disagree with the proposal to allow licences to be issued for a fixed term, set at any point during the year? | Unanimous agreement with this proposal. |
| Q8 – To what extent do you agree or disagree with the proposal to increase the maximum length of a licence that local authorities may issue to up to three years? | Unanimous agreement with this proposal, but safeguards should be built in to the licence to ensure that the welfare of the animal is monitored on a regular basis. |
| Q9 – To what extent do you agree or disagree with the proposal to allow licence holders to transfer licences to new owners of the same premises, subject to notification of and approval by the local authority? | Unanimous agreement with this proposal. |
| Q10 – To what extent do you agree or disagree with the proposal to require licence holders to notify local authorities of major changes, such as a change of premises or scale of activities? | Unanimous agreement with this proposal. |

| | |
|--|---|
| Q11 – To what extent do you agree or disagree with the proposal to maintain the registration requirement for performing animals? | Unanimous agreement with this proposal, but note that such matters are the responsibility of the County Council |
| Q12 – To what extent do you agree or disagree with the proposed changes to the registration system for performing animals? | Unanimous agreement with this proposal, but note that such matters are the responsibility of the County Council |
| Q13 – To what extent do you agree or disagree with these proposals on powers of entry? | Unanimous agreement with these proposals. |
| Q14 – To what extent do you agree or disagree with the proposal to allow an exemption from licensing requirements for businesses affiliated to a body accredited by the UK Accreditation Service (UKAS)? | Unanimous agreement with this proposal. |
| Q15 – Do you think sector-led UKAS-accredited certification schemes could improve animal welfare in unlicensed areas? | Majority agreement with this proposal, although no specific comments made. |

RESOLVED:

That:

- (A) The contents of the DEFRA consultation be noted.
- (B) Through Officers of the Licensing Unit, the responses listed in the table above be submitted as the Licensing & Public Protection Committee's response to the consultation questions.

25. Licence Conditions for the Home Boarding of Dogs

Prior to the commencement of this item, Councillor Todd advised that she knew the owners of one of the Home Boarding establishments who had been invited to the meeting for this item. As such, she declared a personal and pecuniary interest in this matter and left the room for the remainder of the meeting.

Consideration was given to the Report of the Head of Environmental Health (Item 5.1 – 5.23 of the Official Minutes of the Council) (*presented by the Food, Safety and Licensing Manager*).

Members were advised that those persons who were currently licenced to home board dogs had been invited to the meeting to put forward their views on the proposed conditions.

A discussion was then held between the Committee and the licence holders regarding those conditions which the licence holders were particularly in disagreement with and sought clarification on a number of matters.

During the consideration of this item, Councillors Sutherland and Witton left the meeting and did not return.

RESOLVED:

That:

- (A) The proposed licence conditions for the home boarding of dogs as detailed in Annex 1 of the report be approved, subject to necessary wording amendments being made as agreed.
- (B) A meeting of the Licensing & Public Protection Committee be held in late April 2016 to receive and consider the licence conditions which include the requested amendments referred to in decision (A).
- (C) It be noted the final version of the licence conditions will be presented to Council on 6 July, 2016 for approval.
- (D) It be noted that the intention will be to impose the finalised conditions upon licences granted on or after 1 January, 2017.

The meeting closed at 12:05pm

CHAIRMAN

CANNOCK CHASE COUNCIL

LICENSING & PUBLIC PROTECTION COMMITTEE

27 APRIL 2016

HEAD OF ENVIRONMENTAL HEALTH

LICENCE CONDITIONS FOR THE HOME BOARDING OF DOGS

1. Reason for referral

- 1.1 Members will recall that at a meeting of the L&PPC on 10 March 2016, officers were asked to make some amendments to the proposed conditions for the home boarding of dogs.

2. The consultation on home boarding of dogs conditions.

- 2.1 A consultation exercise on the licence conditions for home boarding of dogs took place between 1 September 2015 and 30 September 2015. The proposed conditions were based upon the LACORS (Local Authorities Coordinators of Regulatory Services) standard conditions, issued as guidance to licensing authorities in 2009.

3. Consultation responses

- 3.1 The Council's Licensing Unit received responses from 5 consultees. These responses were considered by members at the meeting on 10 March 2016 at which licence holders were able to make oral representations in support of their written responses.
- 3.2 It was as a result of this meeting that officers were asked to make amendment to the proposed conditions for the home boarding of dogs. This has now been done and the amended document is attached as Annex 1 to this report.

4. Members are therefore asked to:

- 4.1 Note the amended conditions in light of the meeting on 10 March 2016.
- 4.2 Note that the finalised conditions for home boarding of dogs will be referred to a meeting of the Full Council for approval and adoption.
- 4.3 Note the intention to impose the finalised conditions upon home boarding of dogs licences which are granted on or after 1 January 2017.

5. Relevant Documents/Annexes:

- 5.1 Annex 1: Proposed licence conditions for the home boarding of dogs.

6 Further information available from:

Sean O'Meara
Senior Licensing Officer
Phone 01543 464244
Email: seanomeara@cannockchasedc.gov.uk

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LICENCE CONDITIONS FOR HOME BOARDING (DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

INTRODUCTION

1. The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
2. No dog registered under the Dangerous Dogs Act 1991 or dog hybrids registered under the Dangerous Wild Animals Act 1976 (e.g. Wolf Hybrids) are to be accepted for home boarding.
3. Entire males and bitches in season or bitches due to be in season during the boarding, shall not be boarded at the same time. Puppies under 6 months old shall not be boarded with other dogs, including resident dogs, unless additional safeguards, to the satisfaction of the licensing authority, are implemented. Such safeguards may include, but shall not be limited to:
 - Specific written consent of each household showing confirmation that they are content for their dog to be boarded with other dogs;
 - A mandatory, trial (documented) familiarisation session for all dogs prior to stay;
 - Separation of puppies under 6 months old from other dogs in secure areas when left unattended;
 - Separate feeding of puppies under 6 months old to minimise the likelihood of dispute and aggression and to ensure the puppy receives appropriate quantities of food and water.

LICENCE DISPLAY

4. A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

NUMBERS OF ANIMALS

5. The maximum number of dogs to be kept at any one time is (enter number).
6. Dogs from more than one household shall not be boarded together at any one time unless additional safeguards, to the satisfaction of the licensing authority, are implemented. Such safeguards may include, but shall not be limited to:

- Specific written consent of each household showing confirmation that they are content for their dog(s) to be boarded with others;
 - A mandatory, trial (documented) familiarisation session for all dogs prior to stay;
 - Separation of dogs from different households in secure areas when left unattended;
 - Separate feeding of dogs to minimise the likelihood of aggression / attack and to ensure all animals receive appropriate food and water.
7. Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
8. The Licensee will be required to make, and provide to the licensing authority, an assessment of the risks of home boarding to include the risk to, or caused by, children who may be at the property. The Licensee shall ensure all precautions identified in the assessment are implemented and that the assessment is subject to ongoing review.

CONSTRUCTION

9. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
10. The premises shall have its own entrance and must not have shared access e.g. communal stairs.
11. There must be adequate space, light, heat and ventilation for the dogs.
12. As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
13. There must be sufficient space available to be able to keep the dogs separately if required.
14. If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided. The cage area must be cleaned and disinfected after use.

CLEANLINESS

15. All areas where the dogs have access to, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
16. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.

17. All bedding areas must be kept clean and dry.
18. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
19. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

FOOD AND WATER SUPPLIES

20. All dogs shall have an adequate supply of suitable food as directed by the client.
21. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
22. Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
23. Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

KITCHEN FACILITIES

24. Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.

DISEASE CONTROL AND VACCINATION

25. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
26. Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept.
27. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

28. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
29. The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
30. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
31. The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

32. Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
33. The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
34. Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
35. The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

REGISTER

36. A register must be kept of all dogs boarded. The information kept must include the following:
 - Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
37. Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

38. The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
39. If medication is to be administered, this must be recorded.

SUPERVISION

40. A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.
41. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis. If left unattended, dogs shall not be placed in an environment in which they may injure themselves (through chewing, scratching or jumping etc.)
42. No home where there are resident children under 5 years of age will be licensed. Where children of 5 years and over are resident, or where children under 5 years of age may visit the premises, the licensee shall ensure full compliance with condition 8 above.
43. Only people over 16 years of age are allowed to walk the dogs in public places.

EXERCISE

44. Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
45. There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
46. The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
47. Any pond(s) shall be adequately covered, or otherwise fenced off, to prevent access to boarded dogs.
48. Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
49. The Licensing Authority must be informed on the next working day if a dog is lost.

FIRE / EMERGENCY PRECAUTIONS

50. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
51. A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
52. Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
53. All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
54. All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
55. A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.