



**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE LICENSING COMMITTEE**

**MONDAY 22ND SEPTEMBER 2014**  
**AT 6.00 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

MEMBERS: Councillors C. J. Spencer (Chairman), K. A. Grant-Pearce (Vice-Chairman), J. S. Brogan, M. T. Buxton, S. J. Dudley, J. M. L. A. Griffiths, P. A. Harrison, H. J. Jones, B. Lewis, R. J. Shannon, S. P. Shannon, L. J. Turner and P. J. Whittaker

**AGENDA**

1. To receive apologies for absence and notification of substitutes
2. Declarations of Interest  
  
To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Licensing Committee held on 23rd June 2014 (Pages 1 - 6)
4. Animal Welfare Licensing Conditions Review (Pages 7 - 76)
5. Street Collection Policy (Pages 77 - 94)
6. Licensing Committee Work Programme 2014/2015 (Pages 95 - 96)

7. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

9th September 2014



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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE LICENSING COMMITTEE**

**MONDAY, 23RD JUNE 2014 AT 6.00 P.M.**

PRESENT: Councillors J. S. Brogan, M. T. Buxton, S. J. Dudley, K. A. Grant-Pearce, P. A. Harrison, H. J. Jones, B. Lewis, R. J. Shannon, S. P. Shannon, C. J. Spencer, L. J. Turner and P. J. Whittaker

Officers: Mrs. V. Brown, Mr. D. Etheridge, Mrs. A May and Mrs. P. Ross

1/14 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor C. J. Spencer be elected as Chairman for the ensuing municipal year.

2/14 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor K. A. Grant-Pearce be elected as Vice-Chairman for the ensuing municipal year.

3/14 **APOLOGIES**

An apology for absence was received from Councillor J. M. L. A. Griffiths.

4/14 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/14 **MINUTES**

The minutes of the meeting of the Licensing Committee held on 17th March 2014 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

6/14 **WORCESTER ROAD HACKNEY CARRIAGE STAND - NEW PROPOSAL**

Following on from the meeting held on 17th March 2014, consideration was given to a report that provided Members with details of the 28 day public consultation on the proposal to provide additional spaces for hackney carriages to stand and ply for hire on Worcester Road, Bromsgrove.

The Senior Licensing Practitioner, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that following

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on from the Licensing Committee held on 17th March 2014 a notice was published in a local newspaper inviting comments on the proposal to provide additional spaces for hackney carriages to stand and ply for hire on the Worcester Road. Site notices were placed in Worcester Road to draw the public's attention to the proposal and letters delivered to businesses and residents in Worcester Road to highlight the proposal to them. As required by legislation, notice was given to the Chief Officer, West Mercia Police. The Chairman of Bromsgrove Taxi Association was also informed of the proposal.

No objections were received from members of the public, local businesses or the taxi trade with regard to the proposal. Officers from WRS had received a letter from West Mercia Police Traffic Management Advisor, Mr. Rod Lake, who stated that "as a result of detailed discussions with the local Safer Neighbourhood Team who support the amended scheme I have no objection to the proposal".

There was detailed discussion on the recommendations as detailed in the report with some Members expressing their concerns about public safety. Members expressed concern with the proposed hackney carriage stand operating predominantly as a 'feeder' to the existing part-time stand. Who would manage or supervise the use of the proposed 'feeder' hackney carriage stand. There was no way of ensuring that potential passengers used the proposed hackney carriage stand as a 'feeder' stand. Further concerns were raised with regard to the position of the proposed hackney carriage stand, more specifically public safety and passengers entering hackney carriages on the road side, if the proposed 'feeder' stand was left unmanaged.

The Senior Licensing Practitioner responded to the concerns raised and informed the Committee that specific signage could be erected in order to clarify and ensure potential passengers were made aware of the 'feeder' hackney carriage stand. The Taxi Association had contributed to the consultation of the proposed hackney carriage stand and officers would work with the taxi association and liaise with drivers to ensure the proposed rank was managed and monitored by the drivers themselves.

Further discussion followed on the use of the 'feeder' hackney carriage stand. The Council's Legal Advisor clarified that the proposed hackney carriage stand would be an official hackney carriage stand and potential passengers could access vehicles from the proposed stand. But as detailed in the preamble officers would work with the taxi association and drivers to ensure the proposed hackney carriage stand was managed.

Those Members in favour of the proposed hackney carriage stand were of the opinion that no objections had been received during the consultation period. West Mercia Police Traffic Management Advisor and the local Safer Neighbourhood Team supported the proposal. Officers were willing to work with the taxi association, drivers and other agencies to ensure the proposed hackney carriage stand was managed as a 'feeder' hackney carriage stand.

After further discussion it was

**RESOLVED:**

- (a) that the proposed hackney carriage stand, as detailed at Appendix 1 to the report, be approved; and
- (b) that officers be tasked to carry out the legal process required.

7/14

**STREET COLLECTION POLICY**

Members were asked to consider a report which detailed the draft Street Trading Policy for the purpose of consultation and to consider if the Council should seek to enter into discussion with the Public Fundraising Regulatory Authority (PFRA) in order to establish an agreement to regulate face to face fundraising in Bromsgrove Town Centre.

The Senior Licensing Practitioner, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that the Council regulates charitable collections taking place in any street or public place under the Police, Factories, etc. (Miscellaneous Provisions) Act 1916. The Council can regulate collections where there was a collection of money or the selling of articles for the benefit of charitable purposes (cash collections). The legislation did not cover face to face fundraisers who asked people in the street or other public places to sign up to donating to charitable causes by direct debit. The Council therefore could not regulate this type of collection. Street collections were an important method of fund raising for charitable causes. However they can cause annoyance to the public if not suitably controlled and managed. This can lead to the public avoiding certain areas where they believed they would be asked to donate money every time they visited the area. It was important that those who were authorised to carry out street collections represented genuine charitable causes and were not seeking to defraud the public by pretending to collect for a charitable cause and actually using the money collected for other purposes.

In order to ensure that street collections were suitably controlled and managed and that applicants for permits represented genuine charitable causes, a draft policy had been produced, as detailed at Appendix 1 to the report. The draft policy proposed that street collection permits would not normally be issued for collections in Bromsgrove Town Centre on Mondays and Wednesdays. This had been done with a view to approaching the PFRA to implement a site management agreement to restrict face to face direct debit fundraising to only take place on Mondays and Wednesdays to help avoid clashed between cash and direct debit collections. This would also ensure that direct debit collections did not take place when the market was running on the High Street.

Members were being asked to approve the draft policy for the purpose of consultation. The draft policy would be sent to the Charities Commission, Parish Councils and any person who had applied for a street collection permit during the last twelve months. Any response received on the draft policy would be brought back to a future meeting of the Committee.

The Senior Licensing Practitioner, (WRS) further informed Members that should Members approve that the Head of WRS enter into dialogue with the

PFRA, with regard to establishing a site management agreement to control face to face fundraising in Bromsgrove Town Centre, the draft agreement would be presented to the Licensing Committee for discussion and comment before being signed off and implemented.

**RESOLVED:**

- (a) that the draft Street Collection Policy, as detailed at Appendix 1 to the report, be approved for the purpose of consultation,
- (b) that any responses to the draft Street Collection Policy, as detailed at Appendix 1 to the report be brought back to a future meeting of the Licensing Committee;
- (c) that authority be given to the Head of Worcestershire Regulatory Services to enter into discussions with the Public Fundraising Regulatory Authority (PFRA) with regard to establishing an agreement to regulate face to face fundraising by way of direct debit in Bromsgrove Town Centre; and
- (d) that the draft agreement be presented to a future meeting of the Licensing Committee for discussion and comment.

8/14

**HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING TESTING PROCEDURES AND LICENCE FEES**

The Committee received a report which detailed a proposed amendment to the current processes for arranging hackney carriage and private hire vehicle tests at the Council's Main Depot.

The Senior Licensing Practitioner, Worcestershire Regulatory Services (WRS) informed the Committee that in order to protect the public, the Council had to be satisfied that hackney carriage and private hire vehicles licensed by the Council were mechanically sound and fit for use. In order to ensure this hackney carriage and private hire vehicles were required to be tested at the Council's Main Depot before a licence was issued or renewed. Currently the fee payable for a vehicle test, on initial application or renewal, was incorporated within the licence fees charged to applicants for hackney carriage and private hire vehicle licences.

There was an internal recharging process undertaken in order to transfer the appropriate amount from the licensing income budget to the Council's Main Depot's income budget.

In order to book a test, the vehicle owner currently had to contact WRS officers who then booked the appointment via an online shared calendar with the Council's Main Depot.

It was proposed that, under the new process for booking in vehicles for testing at the Council's Main Depot, appointments would be arranged by Bromsgrove District Council staff at the Council's Main Depot rather than officers from WRS. Vehicle owners would call the Council's Main Depot to make payment for the relevant test fee and would then be given an appointment. This direct contact with the Council's Main Depot would ensure a smoother process and fewer delays for the taxi trade.



Under the current process the existing fees charged covered the cost of one vehicle test. If the vehicle owner failed to keep that appointment and had their vehicle tested at a later date there was no mechanism to cover the additional costs incurred as a result of the initial missed appointment.

It was proposed that under the new arrangements if appointments were missed without giving 48 hours to the Council's Main Depot, any fee paid for the test would be forfeited and the vehicle owner would have to pay again when re-booking an appointment. This would ensure that the Council did not lose out financially as a result of missed appointments.

If the revised process was approved the current licence fee charged would be reduced to remove the element of the fee that currently covered the cost of the vehicle test, as detailed in paragraphs 3.17 to 3.19 in the report.

The Senior Licensing Practitioner responded to questions from Members with regard to the difference in fees for hackney carriage and private hire vehicle tests and the costs for mid-term tests for vehicles over seven years old.

**RESOLVED:**

- (a) that the amendment to the current process for arranging hackney carriage and private hire vehicle tests at the Council's Main Depot be approved; and
- (b) that the Head of Worcestershire Regulatory Services be authorised to advertise the revised licence fees to reflect the proposed new arrangements.

9/14

**LICENSING ANNUAL REPORT**

The Committee considered the Licensing Annual Report 2013/2014 which provided an overall view of the activities, under the Licensing Act 2003, Gambling Act 2005 and other aspects of Licensing, carried out by Worcestershire Regulatory Services (WRS) Enforcement and Licensing Teams for Bromsgrove District Council.

The Senior Licensing Practitioner introduced the report and in doing so informed the Committee that since 1st June 2010 the WRS Licensing Team had taken over operational delivery of the statutory functions of licensing and enforcement of regulated activities and businesses operating under the Licensing Act 2003 on behalf of Bromsgrove District Council.

The report detailed the number of new licences issued and granted by Bromsgrove District Council in 2013/2014, under the Licensing Act 2003 and the number of premises which had continued to be licensed by the Council under the Gambling Act 2005. The number of Hackney Carriage and Private Hire licensed vehicles and drivers had fallen slightly. WRS were looking into the possible reason for the decrease in numbers.

Licensing Officers kept in regular contact with the appointed taxi trade representatives by phone and one to one meetings when necessary. WRS Licensing Team members regularly attended and represented Bromsgrove

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District Council at a number of local and regional meetings, as detailed in paragraph 3.14 in the report.

The Senior Licensing Practitioner further informed Members that in October 2013 the Scrap Metal Dealers Act 2013 had come into force in the district of Bromsgrove. The Council had issued 5 Site Licenses and 9 Mobile Collector Licences. The Licensing Team had been enforcing the new legislation in partnership with the Police and the Environment Agency.

**RESOLVED** that the Licensing Annual Report 2013/2014 be noted.

10/14

## **LICENSING COMMITTEE WORK PROGRAMME**

The Committee considered the Work Programme for 2014/2015.

**RESOLVED** that the Work Programme be updated to include the items discussed and agreed by the Committee during the course of the meeting.

The meeting closed at 7.20 p.m.

Chairman

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### STANDARD CONDITIONS FOR ANIMAL WELFARE LICENCES

Relevant Portfolio Holder	Councillor Rita Dent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Steve Jordan – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

Bromsgrove District Council issue a number of licences under legislation aimed at securing the welfare of animals. The legislation concerned allows the Council to attach conditions to licences issued and the Committee are asked in this report to approve standard conditions to attach to various types of licences issued.

#### 2. RECOMMENDATIONS

**Members are asked to RESOLVE;**

**To approve the draft standard conditions attached at Appendices 1 to 9 to be attached to future licences issued by the Council under relevant legislation.**

**To delegate authority to the Head of Worcestershire Regulatory Services to amend these standard conditions as appropriate in the circumstances of an individual case by altering, omitting or adding conditions as recommended by a veterinary practitioner or veterinary surgeon appointed in accordance with the relevant legislation to inspect the premises subject to the licence application.**

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 Applicants for licences are required to pay fees when making their applications. These fees are charged on a cost recovery basis.
- 3.2 If a licence holder successfully appeals against the imposition of a condition attached to their licence, the Council may be liable to pay the licence holders legal costs.

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### Legal Implications

3.3 The legal implications are set out in the report.

### Service / Operational Implications

3.4 Bromsgrove District Council is responsible for issuing licences under the following legislation:

<b>Legislation</b>	<b>Regulated Activity</b>
Pet Animals Act 1951	Keeping a pet shop
Animal Boarding Establishments Act 1963	Keeping a boarding establishment for other people's cats or dogs
Dangerous Wild Animals Act 1976	Keeping a dangerous wild animal
Riding Establishments Acts 1964 and 1970	Keeping a riding establishment
Breeding of Dogs Act 1973	Keeping a breeding establishment for dogs
Zoo Licensing Act 1981	Operating a zoo

3.5 Each of the above pieces of legislation contains provisions that allow the Council to attach appropriate conditions to any licence issued with a view to securing objectives set out in the relevant Act of Parliament.

3.6 Usually the Council would attach standard conditions to each type of licence it issues. However the Council can also amend the standard conditions as appropriate in the circumstances of an individual case by altering, omitting or adding conditions to the standard conditions when dealing with each individual case.

3.7 Amendment of the standard conditions would be considered on the recommendation of a veterinary practitioner or veterinary surgeon appointed in accordance with the relevant legislation to inspect the premises subject to the licence application.

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- 3.8 A review of the standard conditions that are attached by the Council to each type of licence has been undertaken by officers in order to ensure the Council is issuing licences in accordance with the most up to guidance and best practise.
- 3.9 This review is also being undertaken by Worcestershire Regulatory Services on behalf of all of the District Councils across the County with a view to ensuring consistency of standards across Worcestershire.
- 3.10 Following the conclusion of this review, the Committee are being asked to approve an updated set of standard conditions to attach to licences issued under the various licensing regimes.

### **Pet Shop Licences**

- 3.11 Section 1(3) of the Pet Animals Act 1951 states that when issuing a licence to a person to keep a pet shop the local authority shall specify such conditions in the licence as appear to the local authority necessary or expedient in the particular case for securing all or any of the objects below:
- (a) that animals will at all times be kept in accommodation suitable as respects size, temperature, lighting, ventilation and cleanliness;
  - (b) that animals will be adequately supplied with suitable food and drink and (so far as necessary) visited at suitable intervals;
  - (c) that animals, being mammals, will not be sold at too early an age;
  - (d) that all reasonable precautions will be taken to prevent the spread among animals of infectious diseases;
  - (e) that appropriate steps will be taken in case of fire or other emergency;
- 3.12 Appendix 1 contains draft standard conditions to attach to licences issued under the Pet Animals Act 1951. These are based on the contents of the Chartered Institute of Environmental Health (CIEH) publication "Model Conditions for Pet Vending Licensing 2013".

### **Animal Boarding Establishment Licences**

- 3.13 Section 1 (3) of the Animal Boarding Establishments Act 1963 states that when issuing a licence to a person to keep an animal boarding establishment the local authority shall specify such conditions in

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the licence as appear to the local authority necessary or expedient in the particular case for securing all or any of the objects below:

- (a) that animals will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;
- (b) that animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and (so far as necessary) visited at suitable intervals;
- (c) that all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities;
- (d) that appropriate steps will be taken for the protection of the animals in case of fire or other emergency;
- (e) that a register 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.

3.14 Animal boarding establishment licences are not only required by boarding kennels and catteries, but also by those that offer “home boarding” and “day care” facilities for dogs or cats. As this types of businesses are very different, it is not felt that a single set of standard conditions for animal boarding establishment licences is appropriate.

3.15 Appendix 2 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for dog boarding establishments (kennels). These are based on “Model Licence Conditions and Guidance Notes for Dog Boarding Establishments” published by the Pet Care Trade Association in 2011.

3.16 Appendix 3 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for cat boarding establishments (catteries). These are based on the CIEH publication “Model Licence Conditions and Guidance for Cat Boarding Establishments 2013”

3.17 Appendix 4 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for premises used for the home boarding of dogs. These are based on

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model standard conditions produced by LACORS in 2005 as amended in 2011.

- 3.18 Both DEFRA and the Feline Advisory Bureau believe that the home boarding of cats should not be encouraged and therefore no standard conditions for this activity have been produced.
- 3.19 Appendix 5 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for premises providing day care facilities for cats or dogs. These are based on standard conditions produced by Birmingham City Council for premises of this nature in their area.

### **Dangerous Wild Animals Licences**

- 3.20 Section 1 (7) of the Dangerous Wild Animals Act 1976 states that subject to subsection (6) of this section, a local authority may, in granting a licence under this Act, specify such conditions of the licence as it thinks fit.
- 3.21 Section 1 (6) states:

Subject to subsections (2) to (5) of this section, a local authority may grant or refuse a licence under this Act as it thinks fit, but where it decides to grant such a licence it shall specify as conditions of the licence—

- (a) conditions that, while any animal concerned is being kept only under the authority of the licence,—
- (i) the animal shall be kept by no person other than such person or persons as is or are specified (whether by name or description) in the licence;
  - (ii) the animal shall normally be held at such premises as are specified in the licence;
  - (iii) the animal shall not be moved from those premises or shall only be moved from them in such circumstances as are specified in the licence;
  - (iv) the person to whom the licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal under the authority of the licence against liability for any damage which may be caused by the animal; and

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- (v) the terms of any such policy shall be satisfactory in the opinion of the authority;
  - (b) conditions restricting the species (whether one or more) of animal, and number of animals of each species, which may be kept under the authority of the licence;
  - (c) a condition that the person to whom the licence is granted shall at all reasonable times make available a copy of the licence to any person entitled to keep any animal under the authority of the licence;
  - (d) such other conditions as in the opinion of the authority are necessary or desirable for the purpose of securing the objects specified in paragraphs (c) to (f) of subsection (3) of this section.
- 3.22 Appendix 6 contains draft standard conditions to attach to licences issued under the Dangerous Wild Animals Act 1976. There is no recent guidance on standard conditions for such licences and so these are based on standard conditions commonly attached by other authorities when issuing such licences.

### **Riding Establishment Licences**

- 3.23 Section 1 (4) of the Riding Establishments Act 1964 states that when granting a licence under this Act the local authority shall specify such conditions in the licence, if granted by them, as appear to the local authority necessary or expedient in the particular case with reference to the need for securing—
- (i) that paramount consideration will be given to the condition of horses and that they will be maintained in good health, and in all respects physically fit and that, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse will be suitable for the purpose for which it is kept;
  - (ii) that the feet of all animals are properly trimmed and that, if shod, their shoes are properly fitted and in good condition;
  - (ii) that there will be available at all times, accommodation for horses suitable as respects construction, size, number of occupants, lighting, ventilation, drainage and cleanliness and that these requirements be complied with not only in the case of new buildings but also in the case of buildings converted for use as stabling;



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- (iv) that in the case of horses maintained at grass there will be available for them at all times during which they are so maintained adequate pasture and shelter and water and that supplementary feeds will be provided as and when required;
  - (v) that horses will be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and will be adequately exercised, groomed and rested and visited at suitable intervals;
  - (vi) that all reasonable precautions will be taken to prevent and control the spread among horses of infectious or contagious diseases and that veterinary first aid equipment and medicines shall be provided and maintained in the premises;
  - (vii) that appropriate steps will be taken for the protection and extrication of horses in case of fire and, in particular, that the name, address and telephone number of the licence holder or some other responsible person will be kept displayed in a prominent position on the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, will be kept displayed in a prominent position on the outside of the premises;
  - (viii) that adequate accommodation will be provided for forage, bedding, stable equipment and saddlery;
- 3.24 Appendix 7 contains draft standard conditions to attach to licences issued under the Riding Establishments Act 1964. There is no recent guidance on standard conditions for such licences and so these are based on standard conditions commonly attached by other authorities when issuing such licences.

### **Dog Breeding Licences**

- 3.25 Section 1 (4) of the Breeding of Dogs Act 1973 states that when granting a licence under this Act the local authority shall specify such conditions in the licence, if granted by them, as appear to the local authority necessary or expedient in the particular case with reference to the need for securing—
- (a) that the dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;

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- (b) that the dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals;
- (c) that all reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases;
- (d) that appropriate steps will be taken for the protection of the dogs in case of fire or other emergency;
- (e) that all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment;
- (f) that bitches are not mated if they are less than one year old;
- (g) that bitches do not give birth to more than six litters of puppies each;
- (h) that bitches do not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; and
- (i) that accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises

3.26 Appendix 8 contains draft standard conditions to attach to licences issued under the Breeding of Dogs Act 1973. These are based on CIEH's 2014 publication "Model Licence Conditions and Guidance for Dog Breeding".

### **Zoo Licences**

3.27 Section 5(2A) of the Zoo Licensing Act 1981 requires local authorities to ensure every licence always contains appropriate conditions to ensure the zoo gives effect to the requirements in section 1A of the Act. Section 1A requires the zoo operators to implement conservation measures in their zoos.

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- 3.28 In addition to the requirement to attach licence conditions implementing the measures in section 1A, section 5 also gives the local authority discretion to attach any condition deemed necessary or desirable for the proper conduct of the zoo during the period of the licence.
- 3.29 Section 9 of the Zoo Licensing Act 1981 states that “after consulting such persons on the list and such other persons as he thinks fit, the Secretary of State may from time to time specify standards of modern zoo practice, that is, standards with respect to the management of zoos and the animals in them.”
- 3.30 The latest edition of the Secretary of State’s Standards of Modern Zoo Practice was published in 2012.
- 3.31 Appendix 9 contains draft standard conditions to attach to licences issued under the Zoo Licensing Act 1981. These are based on guidance contained within DEFRA’s 2012 publication “Zoo Licensing Act 1981 : Guide to the Act’s Provisions”
- 3.32 The Committee are asked to approve the standard conditions detailed in Appendices 1 – 9 to be attached to licences issued under the relevant pieces of legislation.
- 3.33 Additionally the Committee are asked to delegate authority to the Head of Worcestershire Regulatory Services to amend these standard conditions as appropriate in the circumstances of an individual case by altering, omitting or adding conditions as recommended by a veterinary practitioner or veterinary surgeon appointed in accordance with the relevant legislation.

## **4. RISK MANAGEMENT**

- 4.1 Failure to attach relevant conditions based on the most up to date guidance and best practise could have an adverse impact on animal welfare and leave the Council open to legal challenge.

## **5. APPENDICES**

- Appendix 1 – Draft Standard Conditions for Pet Shop Licences
- Appendix 2 – Draft Standard Conditions for Dog Boarding Establishments (Boarding Kennels)
- Appendix 3 – Draft Standard Conditions for Cat Boarding Establishments (Catteries)
- Appendix 4 – Draft Standard Conditions for Dog Boarding Establishments (Home Boarding)
- Appendix 5 – Draft Standard Conditions for Dog Boarding Establishments (“Dog Day Care” premises)

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- Appendix 6 – Draft Standard Conditions for Dangerous Wild Animal Licences
- Appendix 7 – Draft Standard Conditions for Riding Establishment Licences
- Appendix 8 – Draft Standard Conditions for Dog Breeding Establishment Licences
- Appendix 9 – Draft Standard Conditions for Zoo Licences

### AUTHOR OF REPORT

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## Bromsgrove District Council

### Draft Standard Conditions - Pet Shop Licences

#### General Conditions

##### 1.0 Licence Display

- 1.1 The licence or a copy of the licence must be suitably displayed to the public in a prominent position

##### 2.0 Accommodation

- 2.1 Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.
- 2.2 Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.
- 2.3 If animals are displayed outdoors, they must have protection appropriate to their species
- 2.4 In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.
- 2.5 Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.
- 2.6 All animals for sale must be readily accessible and easy to inspect by staff.
- 2.7 Accommodation must be cleaned as often as necessary to maintain good hygiene standards
- 2.8 Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing
- 2.9 All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

##### 3.0 Exercise Facilities

- 3.1 Suitable and sufficient exercise facilities must be available where appropriate.

##### 4.0 Register of Animals

- 4.1 A purchase register must be maintained for all animals detailing their source and identification where appropriate.

- 4.2 A sales register must be maintained for:
- Dogs
  - Cats
  - Psittacines
  - Species contained in the Schedule to the Dangerous Wild Animals Act 1976

4.3 Animals under veterinary treatment must be identifiable.

## **5.0 Stocking Numbers and Densities**

5.1 No animals other than those specified in the licence, may be stocked.  
(Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations)

5.2 Please refer to the attached schedules for individual species for more details.

5.3 Where appropriate, all animals must be housed in social groups of suitable size.

## **6.0 Health Disease and Acclimatisation**

6.1 All animals for sale must be in good health

6.2 Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.

6.3 Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be expected to be carrying serious infectious diseases.

6.4 Any animal with an abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

6.5 All reasonable precautions must be taken to prevent the outbreak and spread of disease.

6.6 No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.

6.7 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests.

## **7.0 Food and Drink**

7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals, All food must be suitable for the species concerned.

7.2 Food and Drink receptacles must be appropriate to the species, constructed and positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

## **8.0 Food Storage**

8.1 All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.

8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

## **9.0 Observation**

9.1 All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.

## **10.0 Disposal of Waste**

10.1 All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids - away from direct sunlight.

## **11.0 Transportation to the Premises**

11.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.

11.2 Any animals received or consigned shall be transported according to the regulations laid down in current legislation.

11.3 Animals must be transported or handed to purchasers in suitable containers

## **12.0 Sale of Animals**

12.1 No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.

12.2 In the case of non-mammals, they must be capable of feeding themselves.

## **13.0 Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976**

13.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.

13.2 The local authority must be notified in the event that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

## **14.0 Pet care advice, staff training and knowledge**

14.1 New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.

14.2 The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

14.3 Appropriate reference materials on the care of each species must always be available for use by staff.

- 14.4 Staff members must be able to provide suitable advice to purchasers and answer questions as required by them. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.
- 14.5 The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.
- 15.0 Fire and other emergency precautions**
- 15.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.
- 15.2 Entrances and exits must be clear of obstructions at all times.
- 15.3 Suitable fire fighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.
- 15.4 The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.
- 15.5 A list of key holders must be logged with the local police and local authority
- 15.6 In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".
- 15.7 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals
- 15.8 All electrical installations and appliances must be maintained in a safe condition.
- 15.9 There must be an effective contingency plan for essential heating, ventilation and aeration/filtration systems, as appropriate.



## Schedule A – Conditions Relating to the Sale of Dogs

- A.1 Puppies must be weaned before leaving the mother.
- A.2 The minimum kennel size must be:
- For a batch of small breed puppies – max 6 pups – 1.5m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise
  - For a batch of medium breed puppies – max 4 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise
  - For a batch of large breed puppies – max 2 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.

- A.3 Extreme temperatures must be avoided.
- A.4 General bedding must include an adequate amount of absorbent material.
- A.5 Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.
- A.6 A specific lying place must be provided lined with soft material
- A.7 Puppies must be fed at least four times daily, at appropriate intervals.
- A.8 Puppies must have frequent, quality contact time with staff.
- A.9 Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.
- A.10 Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
- A.11 There must be environmental enrichment in all kennels.

## **Schedule B – Conditions Relating to the Sale of Cats**

- B.1 Kittens must be weaned before leaving the mother.
- B.2 The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m<sup>2</sup>, with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m<sup>2</sup> additional floor space.
- B.3 Extreme temperatures must be avoided.
- B.4 Disposable or washable bedding must be provided and kept clean.
- B.5 A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.
- B.6 Kittens must be fed at least four times daily, at appropriate intervals.
- B.7 Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.
- B.8 Kittens must have frequent, quality contact time with staff.
- B.9 There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

## **Schedule C – Conditions Relating to the Sale of Rabbits**

- C.1 Rabbits must be correctly sexed and housed in same sex groups.
- C.2 The minimum enclosure size must be 0.4m<sup>2</sup> for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m<sup>2</sup> for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.
- C.3 There must be environmental enrichment in all enclosures. A hiding place must be provided.
- C.4 Extreme temperatures must be avoided.
- C.5 Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.
- C.6 Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.
- C.7 If batches are mixed you must ensure all animals are free from obvious parasitic infection.
- C.8 Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.
- C.9 Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

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## Schedule D – Conditions Relating to the Sale of Other Small Mammals

- D.1 All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair),
- D.2 Animals must at all times be kept in suitably sized accommodation
- D.3 Animals must be provided with a suitable substrate in sufficient amounts.
- D.4 Animals must be provided with a suitable bedding material in sufficient amounts.
- D.5 Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.
- D.6 Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.
- D.7 All rodents must be fed a suitable diet, ad lib and have free access to hay where required.
- D.8 All rodents must be fully weaned on admission.

### Minimum Accommodation Requirements – Small Rodents

Area is square metres:

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters, Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

## Schedule E – Conditions Relating to the Sale of Ferrets

- E.1 Ferrets must be at least eight weeks old
- E.2 Ferrets must be housed with batch companions
- E.3 Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.
- E.4 Batches of ferrets must not be mixed.
- E.5 The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m<sup>2</sup>, with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m<sup>2</sup> additional floor space.
- E.6 Sleeping quarters must be draught free and dark.
- E.7 Ferrets must have suitable bedding.
- E.8 Extreme temperatures must be avoided.
- E.9 Ferret kibble must be provided at appropriate intervals.
- E.10 Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

## **Schedule F – Conditions Relating to the Sale of Birds**

- F.1 There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.
- F.2 Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species
- F.3 Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.
- F.4 There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water
- F.5 Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.
- F.6 Windproof nest boxes must be provided in all outside housing and inside where appropriate.
- F.7 Flooring must be drop-through or easily washed/hosed.

## Stocking Densities for Birds in Cages

Type	Length of Bird (cm)	Floor Area (m <sup>2</sup> ) housing up to 4 birds	Linear cms per additional bird on either cage length or depth (see note 3)
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	More than 17.5	0.225	7.5
Parakeets and Lovebirds (see note 1)	Less than 25	0.42	7.5
	25 – 30	0.48	7.5
	More than 30	0.675	7.5
Parrots (see note 2)	Less than 30	0.225	10
	30 – 35	0.4050	15
	More than 35	0.4725	20
Chickens, Bantams or Quail		1.6	

Note 1 – It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.

Note 2 – It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights if more than two birds are housed together

Note 3 - The extra-linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two ie, a 20cm increase could refer to 20cm width, 20cm length or say 10cm width combined with 10cm length.

## Stocking Densities for Birds in Aviaries and Flights

Type	Length of Bird (cm)	Number of Birds per "Standard" Aviary (1.8 x 0.9 x 1.8m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5 – 17.5	18
	More than 17.5	12
Parakeets and Lovebirds	Less than 25	10
	25 – 30	6
	More than 30	4
Parrots	Less than 30	10
	30 – 35	6
	More than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)



## **Schedule G – Conditions Relating to the Sale of Reptiles and Amphibians**

- G.1 Stocking and density must be appropriate to the species.
- G.2 The enclosure size must be appropriate to the species and adjusted according to its size.
- G.3 Temperature, humidity, lighting and ventilation must be appropriate to the species.
- G.4 Substrate appropriate to the species must be present.
- G.5 Enrichment must be provided appropriate to the species.
- G.6 Food and water must be provided in the appropriate manner for the species.
- G.7 Hygiene: enclosures must be cleaned appropriately.
- G.8 Handling must be kept to a minimum at all times.

## Schedule H – Conditions Relating to the Sale of Fish

H.1 Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.

H.2 Minimum water standards must be:

### H.3 Cold Water Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

### H.4 Tropical Freshwater species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

### H.5 Tropical Marine Species

Free Ammonia	max 0.01mg/l
Nitrite	max 0.125mg/l
Nitrate	max 100mg/l
pH	min 8.1
Dissolved Oxygen	min 4.0 mg/l

H.6 Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.

H.7 Holding systems must be cleaned and checked regularly.

H.8 No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

## Appendix 2

### Bromsgrove District Council Draft Standard Conditions

#### Animal Boarding Establishment Licences

#### Dog Boarding Establishments (Kennels)

### Section A – Animal Welfare

#### **A.1.0 Need for a Suitable Diet**

A.1.1 Animals must have access to fresh water at all times

A.1.2 All animals must be provided with a diet to maintain full health and vigour

#### **A.2.0 Need for a Suitable Environment**

A.2.1 All animals must be provided with an appropriate environment including shelter and a comfortable resting area.

#### **A.3.0 Need to be Free from Pain, Injury or Disease**

A.3.1 Any sick or injured animal must receive appropriate care and treatment without delay. Veterinary advice should be sought whenever necessary.

A.3.2 All animal housing and exercise areas should be in a good state of repair to prevent injuries as far as reasonably possible.

#### **A.4.0 Need to Express Normal Behaviour Patterns**

A.4.1 All animals must be provided with sufficient space to allow for normal behaviour.

A.4.2 All animals must be given the opportunity for daily interaction and stimulation.

A.4.3 All establishments must develop and implement an appropriate enrichment plan to ensure the dog is not deprived of sensory stimulation.

A.4.4 Animals housed in indoor accommodation must be let out of their accommodation at suitable and regular intervals.

#### **A.5.0 Need to be free from Fear and Distress**

A.5.1 All establishments must provide conditions and care for animals which avoid fear and distress.

## Section B – Operational Management

### **B.1.0 Hygiene**

- B.1.1 All animal accommodation, including corridors, common areas, kitchens etc must be kept clean, dry 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.
- B.1.2 All occupied accommodation must be cleaned at least once daily.
- B.1.3 All bedding must be kept clean and dry as far as reasonably possible.
- B.1.4 Upon vacation a dog unit including all fittings and bedding must be thoroughly cleaned, disinfected and dried, before another dog is placed in the unit.
- B.1.5 Facilities must be provided for the proper, storage and disposal of all waste.
- B.1.6 Measures must be taken to minimize the risks from rodents and other pests within the establishment.

### **B.2.0 Kitchen Facilities**

- B.2.1 There should be a suitable “fit for purpose” area that is used exclusively for the storage and preparation of boarder’s meals.
- B.2.2 All animal feeds must be stored appropriately.
- B.2.3 All eating and drinking bowls must be capable of being easily cleaned and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- B.2.4 All feeding bowls must be cleaned after each meal. Drinking bowls must be cleaned at least once a day.

### **B.3.0 Temperature in Kennels**

- B.3.1 An adequate procedure should be in place to protect dogs from extremes of temperature.
- B.3.2 Heating facilities must be available in the sleeping area of the dog unit and used according to the requirements of the individual dog.
- B.3.3 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

### **B.4.0 Disease Control and Vaccination**

- B.4.1 Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dogs.
- B.4.2 Before admittance to the kennels verification of current vaccination or acceptable titer levels must be obtained.
- B.4.3 A first-aid kit suitable for use on dogs must be available and accessible on site.

B.4.4 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

## **B.5.0 Supervision of Animals**

B.5.1 A competent person must be present at all reasonable times whenever dogs are boarded at the premises.

B.5.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

## **Section C – Kennel Administration and Management**

### **C.1.0 Display of Licence**

C.1.1 A copy of the licence must be displayed to the public in a prominent position in, on or about the boarding establishment and a copy of the conditions available.

### **C.2.0 Staff Training**

C.2.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

### **C.3.0 Register**

C.3.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog
- Description, breed, age and gender of dog.
- Name, address & telephone number of owner or keeper.
- Name and telephone number of local contact person whilst boarded.
- Name and address and telephone number of the dog's veterinary surgeon.
- Anticipated and actual date of departure
- Health, welfare and nutrition requirements.

C.3.2 Information from the register required to verify accuracy of the records must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

### **C.4.0 Identification of Kennels**

C.4.1 Each kennel must be clearly marked (e.g. numbered).

C.4.2 A system must be in place to ensure that relevant information about the dog in that kennel is readily available.

### **C.5.0 Emergency Procedures**

C.5.1 There must be a written emergency plan which must be on display and known to staff.

## Section D – Construction

### D.1.0 General

D.1.1 For new build. The establishment must be constructed in accordance with planning permission and building regulations

### D.2.0 Layout

D.2.1 For new build. Buildings should be so constructed that they offer visual stimulation and distraction to the dogs being housed where applicable.

D.2.2 The premises, buildings, grounds and perimeters must offer a safe and secure environment for boarders.

### D.3.0 Walls and Partitions

D.3.1 Walls should be of smooth impervious materials, capable of being easily cleansed.

D.3.2 Junctions between vertical and horizontal sections must be sealed.

D.3.3 Internal partition walls must be of solid construction.

### D.4.0 Floors

D.4.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleaned.

### D.5.0 Ceilings

D.5.1 Ceilings must be capable of being easily cleaned.

D.5.2 For new kennels. Buildings should meet building regulations or have a minimum height of 2.30m. New kennel units within these buildings should have a minimum height of 1.83m to facilitate adequate access by kennel staff.

### D.6.0 Doors

D.6.1 Kennel doors must be secure and fit for purpose.

### D.7.0 Windows

D.7.1 All windows must be escape proof at all times.

D.7.2 Windows should be of suitable size and placement.

### D.8.0 Drainage

D.8.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

## **D.9.0 Lighting**

D.9.1 During day light hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.

D.9.2 Adequate supplementary lighting must be provided throughout the establishment.

## **D.10.0 Ventilation**

D.10.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

## **D.11.0 Maintenance**

D.11.1 Maintenance and repair of the whole establishment must be carried out as required to maintain a safe clean environment.

## **Section E – Number of Animals**

### **E.1.0 Number of Dogs Boarded**

E.1.1 The maximum number of dogs to be kept at any one time is as specified on the licence issued.

E.1.2 Each dog must be provided with a separate kennel except dogs from the same household / family may share a kennel of adequate size with the written consent of the dogs' owners.

E.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours.

E.1.4 No animals other than dogs are to be boarded within the licenced facilities.

E.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

### **E.2.0 Kennel Sizes**

E.2.1 All kennels must offer adequate floor area to allow the dog sufficient room to move without hindrance.

E.2.2 For new build kennels each kennel must be provided with a covered run.

E.2.3 Kennels and run areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

E.2.4 Exercise areas must not be used as sleeping areas.

### **E.3.0 Exercise Facilities / Play Areas**

E.3.1 In new build. Kennels must offer out of kennel exercise/play areas where appropriate in addition to the run.

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- E.3.2 In new build. Exercise areas must be of sufficient size to allow dogs to run free and must be a minimum of 100m<sup>2</sup> with a shortest length of 10m.
- E.3.3 An effective hygiene and cleaning procedure should be established to minimise the risk of infection.
- E.3.4 In establishments without exercise/play areas a dog walking system must be implemented.

## Kennel Sizes – (For New Builds and Refurbishments)

		Sleeping	Exercise	Total
Kennel and run sizes	Dogs under 40- 55cm at the shoulder	2.5m <sup>2</sup>	2.5m <sup>2</sup>	5.0m <sup>2</sup>
	Dogs over 55cm at the shoulder	3.0m <sup>2</sup>	3.5m <sup>2</sup>	6.5m <sup>2</sup>

Notes on kennels sizes:

Recommended minimum widths of 1.2m

When more than one dog is boarded in the same kennel the minimum size for the kennel must be increased. It is recommended that this be by an additional 20% per dog.

When dogs of different sizes are boarded together the shoulder height of the larger dog should be used.



## APPENDIX 3

### Bromsgrove District Council Draft Standard Conditions

#### Animal Boarding Establishment Licences – Catteries

#### SECTION A - Physical construction and integrity

##### A.1.0 General

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

##### A.2.0 Drainage

- A.2.1 Waste water must not run off into adjacent pens.
- A.2.2 Adequate drainage must prevent pooling of liquids.
- A.2.3 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

## **A.3.0 Safety corridor/entrance lobby**

- A.3.1 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- A.3.2 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- A.3.3 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- A.3.4 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.
- A.3.5 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- A.3.6 Outdoor safety corridors must be roofed.
- A.3.7 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- A.3.8 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- A.3.9 The safety corridor must not be used as an exercise area.

## **A.4.0 Roofing**

- A.4.1 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

## **Section B - Cat Units**

### **B.1.0 General**

- B.1.1 Cats from different households must not share cat units.

### **B.2.0 Lighting**

- B.2.1 There must be adequate lighting in the cat unit.

### **B.3.0 Ventilation and humidity**

- B.3.1 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

## **B.4.0 Interior surfaces**

- B.4.1 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.
- B.4.2 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.
- B.4.3 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.
- B.4.4 Ceilings must be capable of being easily cleaned and disinfected.
- B.4.5 Junctions between sections must be covered or sealed.
- B.4.6 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

## **B.5.0 Accessing the cat unit**

- B.5.1 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely.
- B.5.2 The unit must have a securable, full height door for access.
- B.5.3 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

## **B.6.0 Litter trays**

- B.6.1 Litter trays of a suitable size or type must be provided at all times.
- B.6.2 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.
- B.6.3 Trays must be impermeable, easy to clean and disinfect, or be disposable.
- B.6.4 A safe and absorbent litter material must be provided.
- B.6.5 In a multiple cat unit the number of trays must be appropriate to the number of cats.
- B.6.6 Trays must be regularly and appropriately cleaned.

## **B.7.0 Sleeping accommodation**

### **Size of full height walk-in unit sleeping accommodation:**

- B.7.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height walk-in sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m <sup>2</sup>	0.9 m (e.g. 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m <sup>2</sup>	1.2 m (e.g. 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m <sup>2</sup>	1.2 m (e.g. 1.20 m x 1.60 m)	1.8 m

## **B.8.0 Shelving or raised area for a full height walk-in unit**

- B.8.1 All resting areas/shelving must be large enough for each cat to lie on.
- B.8.2 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.
- B.8.3 Shelving or raised areas must be made of impervious, easily cleanable materials.

## **B.9.0 Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)**

- B.9.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of penthouse sleeping accommodation (box)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	0.85 m <sup>2</sup>	0.9 m (e.g. 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m <sup>2</sup>	0.9 m (e.g. 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m <sup>2</sup>	0.9 m (e.g. 0.9 m x 1.90 m)	1m

## **B.10.0 Temperature in sleeping accommodation**

- B.10.1 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- B.10.2 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- B.10.3 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C –this additional heat may be in the form of a heated bed/pad etc.
- B.10.4 The cat must be able to remove itself from the source of heat.
- B.10.5 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- B.10.6 Open flame appliances must not be used.
- B.10.7 All heating equipment must be installed and maintained in a safe condition.
- B.10.8 Additional forms of heating can be in the form of heated beds, headed pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.

- B.10.9 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.
- B.10.10 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.
- B.11.0 **Bedding**
- B.11.1 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.
- B.11.2 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.
- B.11.3 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.
- B.12.0 **Access to run**
- B.12.1 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.
- B.13.0 **Exercise run (in addition to and not including sleeping accommodation)**
- B.13.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.
- B.13.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- B.13.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.
- B.13.4 All exercise runs must be roofed to provide protection from the elements.
- B.13.5 Communal exercise areas must not be used.
- B.14.0 **Size of exercise run for full height walk-in unit and penthouse style unit**
- B.14.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height and penthouse exercise runs			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	1.65 m <sup>2</sup>	0.9 m (e.g. 0.90 m x 1.85 m)	1m
Up to two cats	2.2 m <sup>2</sup>	0.9 m (e.g. 0.9 m x 2.45 m)	1m
Up to four cats	2.8 m <sup>2</sup>	1.2 m (e.g. 1.2 x 2.35 m)	1m

## **B.15.0 Sneeze barriers**

B.15.1 Full height, full width solid sneeze barriers must be installed between cat units.

B.15.2 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

## **B.16.0 Shelving or raised areas in exercise run**

B.16.1 Shelving must be made of impervious, easily cleanable materials.

B.16.2 There must be a shelf or facility for providing a raised area in the exercise area.

B.16.3 All resting areas/shelving must be large enough for each cat to lie on.

B.16.4 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

## **B.17.0 Fire and other emergencies**

B.17.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.

B.17.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.

- B.17.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- B.17.4 Fire exits must be clearly marked and access left unrestricted.
- B.17.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

## **Section C - Providing the cat(s) with an appropriate diet**

### **C.1.0 Drinking**

- C.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- C.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- C.1.3 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site
- C.1.4 Adequate water bowls must be provided for multi-cat units.
- C.1.5 Water bowls must be non-porous and easy to clean/disinfect.

### **C.2.0 Eating**

- C.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- C.2.2 Refrigeration facilities must be provided.
- C.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- C.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- C.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle.
- C.2.6 The type of food, specific diet or prescription diet is usually by agreement with the owner.
- C.2.7 Food must be unspoilt, palatable, and free from contamination.
- C.2.8 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- C.2.9 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.



- C.2.10 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- C.2.11 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- C.2.12 One feeding bowl must be provided per cat.
- C.2.13 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- C.2.14 Food intake must be monitored daily and any problems recorded.
- C.2.15 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- C.2.16 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

## **Section D - Allowing cats to express normal behaviour patterns**

### **D.1.0 General points on cat behaviour**

- D.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.
- D.1.2 Cats must be able to access different levels within the unit.
- D.1.3 Cats must be given the opportunity for play and exercise.

### **D.2.0 Hiding places**

- D.2.1 A hiding place must be provided for cats in the sleeping accommodation

### **D.3.0 Play**

- D.3.1 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

### **D.4.0 Scratching**

- D.4.1 Cats must be provided with suitable facilities for scratching.
- D.4.2 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

### **D.5.0 Noise**

- D.5.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

### **D.6.0 Long stay cats**

- D.6.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats (those staying for more than 3 weeks)

## **Section E – Providing cats with the appropriate company**

### **E.1.0 Feline company and interactions**

- E.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

### **E.2.0 Human company and interactions**

- E.2.1 Cats must be always be handled humanely and appropriately to suit the requirements of the individual cat.

### **E.3.0 Multi-cat units**

- E.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').
- E.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.
- E.3.3 A separate bed must be provided for each cat.
- E.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.
- E.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.
- E.3.6 Several sources of water must be provided if multiple cats are housed.

## **Section F - Protecting cats from pain, suffering, injury and disease**

### **F.1.0 Monitoring cats**

- F.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.
- F.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.
- F.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

F.1.4 Drinking and eating habits must be monitored and any problem investigated.

## **F.2.0 Keeping records**

F.2.1 A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

F.2.2 The information kept must include the following:

- Date of arrival and departure.
- Name, sex, description of cat and microchip number.
- Number of cats sharing from same household.
- Name, address, phone number and email of owner (including emergency contact details).
- Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).
- Cat's veterinary surgeon.
- Cat's diet and relevant requirements.
- Cats' relevant medical history.
- Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).
- Record of vaccination.
- Any medical treatment must be recorded and visible to prevent mis-dosing.

## **F.3.0 Disease control**

F.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.

F.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.

F.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.

F.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.

F.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.

F.3.6 Isolation facilities must be available.

## **F.4.0 Hygiene practices - Cleaning and disinfectant products**

F.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.

- F.4.2 Cleaning agents and disinfectants must be non-toxic to cats.
- F.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account. Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

## **F.5.0 Cleaning and disinfecting routines for units when cats are resident**

- F.5.1 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.
- F.5.2 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.
- F.5.3 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.
- F.5.4 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.
- F.5.5 Drinking vessels must be changed/cleaned and disinfected at least once a day.
- F.5.6 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.
- F.5.7 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

## **F.6.0 Handling cats**

- F.6.1 Hygiene protocols must be observed between handling cats. Hands must be washed/disinfected or hand sprays or alcohol gel used between handling of each cat.
- F.6.2 Protective garments must be changed and laundered with an appropriate disinfectant/disposed of immediately after handling a cat with a suspected infectious disease.

## **F.7.0 Vaccination, fleas, worms and other parasites**

- F.7.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).
- F.7.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.

F.7.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

## **F.8.0 Isolation facilities**

F.8.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.

F.8.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

F.8.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

F.8.4 Hands must be washed/disinfected between handling cats.

F.8.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

F.8.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

F.8.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.

F.8.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

F.8.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

## **F.9.0 Veterinary treatment and health care**

F.9.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.

F.9.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

F.9.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

F.9.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

## **F.10.0 Holding units for temporary housing**

F.10.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

F.10.2 Cats must be provided with a bed, litter tray, food and water.

## **F.11.0 Transportation of animals**

F.11.1 Any transport legislation must be complied with.

F.11.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

F.11.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

F.11.4 Cats must not be left in vehicles except for transportation.

## Appendix 4

### Bromsgrove District Council Draft Standard Conditions

#### Animal Boarding Establishments

#### Home Boarding of Dogs

##### **1.0 Introduction**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 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.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.

##### **2.0 Licence Display**

- 2.1 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.

##### **3.0 Number of Animals**

- 3.1 The maximum number of dogs to be kept at any one time is as shown on the licence.
- 3.2 Only dogs from the same household may be boarded at any one time unless the following requirements are in place:
  - Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
  - A mandatory, trial (documented) familiarisation session for all dogs prior to the stay.
  - Separation of dogs from different households in secure areas when they are left unattended.

- Separate feeding of dogs to minimise the likelihood of dispute and aggression.

- 3.3 Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.4 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.
- 3.5 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

## **4.0 Construction**

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 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.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

## **5.0 Training**

- 5.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

## **6.0 Cleanliness**

- 6.1 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.
- 6.2 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.
- 6.3 All bedding areas must be kept clean and dry.
- 6.4 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.



6.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

## **7.0 Food and Water Supplies**

7.1 All dogs shall have an adequate supply of suitable food as directed by the client.

7.2 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.

7.3 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.

7.4 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.

## **8.0 Kitchen Facilities**

8.1 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.

8.2 All bulk supplies of food shall be kept in vermin proof containers.

## **9.0 Disease Control and Vaccination**

9.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

9.2 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. icterohaemorrhagicae*) 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 on-site throughout the period that the dog is boarded.

9.3 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.

9.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

9.5 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.

- 9.6 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.
- 9.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 9.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

## **10.0 Isolation and Contagious Disease Outbreak**

- 10.1 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.
- 10.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 10.3 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.
- 10.4 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.

## **11.0 Register**

- 11.1 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
- 11.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority or an authorised veterinary surgeon.
- 11.3 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.
- 11.4 If medication is to be administered, this must be recorded.
- 11.5 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

## **12.0 Supervision**

- 12.1 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.
- 12.2 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.
- 12.3 No home where there are children under 5 years of age will be licensed.
- 12.4 Only people over 16 years of age are allowed to walk the dogs in public places.

## **13.0 Exercise**

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 If there is a pond, it must be covered to avoid drowning.
- 13.5 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.
- 13.6 The Licensing Authority must be informed on the next working day if a dog is lost.

## **14.0 Fire / Emergency Precautions**

- 14.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 14.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 14.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 14.4 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

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suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.

- 14.5 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.
- 14.6 All doors to rooms must be kept shut at night.
- 14.7 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.
- 14.8 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.
- 14.9 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.

## APPENDIX 5

### Bromsgrove District Council Draft Standard Conditions

#### Animal Boarding Establishments

##### Day Care - Dogs

#### 1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 It is the responsibility of the Licensee to enquire as to whether planning permission is required to undertake the business activity. The Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance.
- 1.4 Entire males and bitches in season or bitches due to be in season during boarding, must not be boarded together.
- 1.5 Written consent from the owner(s) of every boarded dog must be gained before it is placed in the establishment for the first time, confirming that they agree that their dog may socialise with other dogs.
- 1.6 All dogs must be kept separate from other dogs (or under individual lead control) for a period of 3 months, to establish compatibility.
- 1.7 Dogs are not permitted to be boarded overnight.

#### 2. LICENCE DISPLAY

- 2.1 A copy of the Licence and its associated conditions must be suitably displayed to the public in a prominent position in the premises.

#### 3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is stipulated by Licence approval.

## 4. **CONSTRUCTION**

- 4.1 There must be adequate space, light, heat and ventilation for the dog(s). (Dogs should have access to an area where the temperature is at least 10 degrees C or 50 degrees F.)
- 4.2 As far as reasonably practicable all areas/rooms to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.3 There must be sufficient space and separate pens available to be able to keep the dogs separately as required.
- 4.4 There must be a minimum of 100 square feet of floor space per dog within the building.

## 5. **MANAGEMENT**

### 5.1 **CLEANLINESS**

- 5.1.1 All areas where the dog(s) 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 the prevention of disease.
- 5.1.2 All excreta and soiled material must be removed from all areas used by the dogs as soon as possible and at least daily. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.1.3 All bedding areas must be kept clean and dry. Bedding should be provided for each individual dog and should be thoroughly cleaned before being used by another dog.
- 5.1.4 Measures must be taken to eliminate the risks from rodents, insects and other pests within the premises.

### 5.2 **FOOD AND WATER SUPPLIES**

- 5.2.1 All dogs, if fed on site should be fed in isolation from other dogs.
- 5.2.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessels cleaned daily. The water must be changed at least twice per day.
- 5.2.3 Eating and drinking vessels where provided, must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition.

## **5.3 KITCHEN FACILITIES**

- 5.3.1 Air tight 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.
- 5.3.2 All bulk supplies of food shall be kept in vermin proof containers.

## **5.4 DISEASE CONTROL AND VACCINATION**

- 5.4.1 Adequate precautions must be taken to prevent the spread of infectious and contagious disease and parasites amongst the dog(s) and visitors.
- 5.4.2 Proof must be provided that boarded dog(s) have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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 on-site throughout the period that the dog(s) is boarded.
- 5.4.3 Advice from a veterinary surgeon must be sought in the 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.
- 5.4.4 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practise must be known and consulted if necessary.
- 5.4.5 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in boarded dog(s).
- 5.4.6 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

## **5.5 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK**

- 5.5.1 Any dog showing signs of any disease or illness shall be isolated from any other dog until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.5.2 The Licensee must inform the Licensing Authority in the next working day if a dog develops an infectious disease.

- 5.5.3 Following any episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before any new boarders are admitted. This period will be specified by the Licensing Authority as agreed with an authorised veterinary surgeon.
- 5.5.4 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 owner returns.

## 5.6 REGISTER

- 5.6.1 A register must be kept of all dog(s) boarded. The information kept must include the following;
- Date of arrival
  - Name of dog, any identification system such as microchip number and / or tattoo.
  - 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
- 5.6.2 Such a register is to be available for inspection at all times by an officer of the local authority.
- 5.6.3 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.
- 5.6.4 If medication is to be administered, this must be recorded.

## 5.7 SUPERVISION

- 5.7.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever a dog(s) is boarded at the premises. This person must not have any conviction or cautions for any animal welfare related offence.
- 5.7.2 Sufficient staff must be on site to supervise dog(s) at all times. The ratio of dogs to staff at any one time shall not **exceed 6 dogs per member of staff. Dogs must not be left unattended.**
- 5.7.3 Only people over 16 years of age are allowed to walk a dog(s) in a public place.



## **5.8 EXERCISE**

- 5.8.1 Dog(s) must be exercised in accordance with their owner's wishes. If dog(s) are taken off the premises, they must be kept on a lead.
- 5.8.2 Dog(s) must wear a collar and identity tag during their time in boarding. The tag must display a valid name, address and telephone number of the dog's owner or of the boarding premises.
- 5.8.3 The local authority must immediately informed if a dog is lost by telephoning and asking for licensing - 01905 822799.

## **5.9 FIRE/EMERGENCY PRECAUTIONS**

- 5.9.1 Appropriate steps must be taken for the protection of the dog(s) in case of fire or other emergencies.
- 5.9.2 Fire fighting equipment and detectors must be provided and properly maintained.
- 5.9.3 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.
- 5.9.4 A proper emergency evacuation plan must be drawn up. This must include instructions on where and how dogs are to be evacuated to in the event of a fire or other emergency. All staff must be aware of this plan.

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### Bromsgrove District Council

#### Draft Standard Conditions - Dangerous Wild Animal Licences

1. The species and number of animals of each species which may be kept under the authority of the licence shall be restricted to those specified in the licence.
2. The animal(s) shall be kept by no person other than the person or persons specified on the licence.
3. The animal(s) shall normally be held at such premises as are specified on the licence.
4. The animal(s) shall not be moved from those premises without prior authorisation of the Council.
5. The person to whom the licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal(s) under the authority of the licence against liability for any damage which may be caused by the animal(s), the terms of such policy being satisfactory in the authority.
6. All entrances to the animal(s) enclosure(s) or surrounding area(s) must be secured.
7. All recommendations made by a Veterinary Surgeon authorised by the Council will be observed and implemented.
8. The animal(s) must be kept in accommodation which secures that the animal(s) will not escape, which is suitable as regards construction, size, temperature, lighting, ventilation, drainage and cleanliness, and which is suitable for the number of animals proposed to be kept in the accommodation.
9. The animal(s) shall be supplied with adequate and suitable food, drink and bedding material and be visited at suitable intervals.
10. Appropriate steps must be in place, at all times, to ensure the protection of any animal concerned in case of fire or other emergency.
11. All reasonable precautions must be taken to prevent and control the spread of infectious diseases.
12. Accommodation must be sufficient to ensure that the animal(s) can take adequate exercise.
13. A copy of the licence must be available at all reasonable times.
14. Fire fighting equipment and smoke detectors must be provided.
15. The person to whom the licence is granted shall ensure that all reasonable precautions are taken to protect public safety and ensure that no nuisance is caused to the public.
16. Animals must be maintained in a good state of health.
17. The licensee must be 18 years of age or over and not disqualified from holding a licence under the Act.

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### Bromsgrove District Council

#### Draft Standard Conditions - Riding Establishments

1. Horses must be in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
2. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
3. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider.
4. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
5. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his expense and has lodged with the local authority a veterinary certificate that the horse is fit for work.
6. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
7. In the case of horses maintained at grass there must be available for them at all times during which they are so maintained adequate pasture and shelter and water and supplementary feeds must be provided as and when required.
8. Horses must be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals.
9. All reasonable precautions must be taken to prevent and control the spread among horses of infections or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained in the premises.
10. The construction of the riding establishment must be substantial, adequate to contain the animals, and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn round.
11. Yards must provide enough space for every animal kept there.
12. Lighting must be adequate to render the use of artificial unnecessary in day light.
13. Ventilation must provide fresh air without draughts.

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14. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
15. There must be provision for storage and disposal of manure and spoiled straw.
16. Adequate accommodation must be provided for forage bedding, stable equipment and saddlery.
17. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises.
18. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
19. The licence holder must hold a current insurance policy which insures against liability for any injury sustained by those who hire a horse for riding and those who use a horse in the course of receiving, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid.
20. A register must be kept of all horses in the licence holders possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

## Appendix 8

### Bromsgrove District Council

## Draft Standard Conditions - Dog Breeding Licences

### Conditions Relating to Accommodation

#### 1.0 General

- 1.1 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness
- 1.2 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest.
- 1.3 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

#### 2.0 Kennel Construction

- 2.1 Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.
- 2.2 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.
- 2.3 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

#### 3.0 Security

- 3.1 The construction must be such that the security of the dog is ensured. Fencing material must be safe and secure.

#### 4.0 Walls and Partitions

- 4.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

#### 5.0 Floors

- 5.1 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.
- 5.2 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing

sufficient grip for the animal to walk or run without sustaining injury.

## **6.0 Ceilings**

6.1 Ceilings must be capable of being cleaned and disinfected.

## **7.0 Doors**

7.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

## **8.0 Windows**

8.1 Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

## **9.0 Drainage**

9.1 The establishment must be connected to mains drainage or an approved sewerage disposal system.

## **10.0 Lighting**

10.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

10.2 Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

10.3 Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

## **11.0 Ventilation**

11.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

## **12.0 Kennel Design (Size, layout and exercise facilities)**

12.1 Kennels must be divided into sleeping and activity areas.

12.2 Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

12.3 Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.

12.4 Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

12.5 Exercise areas must not be used as sleeping areas



12.6 Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc. In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.

12.7 The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

## **13.0 Number of Dogs Permitted**

13.1 The maximum number of dogs to be kept at any one time is as shown on the licence

## **14.0 Temperature in Accommodation**

14.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

14.2 Devices used for heating and cooling must be safe and free from risk of burning or electrocution.

14.3 Manufacturer's instructions must be followed. Open flame appliances must not be used.

## **15.0 Cleanliness**

15.1 All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained.

15.2 An agreed standard operating procedure must be followed.

15.3 Each occupied kennel must be cleaned daily at a minimum.

15.4 All excreta and soiled material must be removed from all areas used by the dogs as necessary.

15.5 All sleeping areas and bedding must be kept clean and dry.

15.6 Facilities must be provided for the proper reception, storage and disposal of waste.

15.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.

15.8 Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority.

## **16.0 Whelping Facilities**

16.1 There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

- 16.2 Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.
- 16.3 There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.
- 16.4 The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.
- 16.5 Bitches must be adequately supervised during whelping and records kept of:
  - time of birth of each puppy
  - puppies' sex, colour and weight
  - placentae passed
  - any other significant events.
- 16.6 Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

## **Conditions Relating to Management**

### **17.0 General**

- 17.1 Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.
- 17.2 A fit and proper person must always be present to exercise supervision and deal with emergencies.

### **18.0 Numbers of staff**

- 18.1 Numbers of staff must be appropriate for the breed/type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.
- 18.2 Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs required by these conditions
- 18.3 Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

### **19.0 Environmental Enrichment and Exercise**

- 19.1 Dogs must be provided with environmental enrichment and the ability to have some control over their environment.
- 19.2 Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be

kept permanently confined.

19.3 Arrangements must be made for the dogs to be exercised at least twice a day.

## **20.0 Handling and habituation**

20.1 Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour.

## **21.0 Food and Water Supplies**

21.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

21.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross contamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.

21.3 Dogs must be fed sufficiently well to maintain health.

## **22.0 Weaning Procedures**

22.1 Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies.

22.2 During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

## **23.0 Kitchen Facilities**

23.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

23.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

23.4 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

23.5 Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests.

23.6 Cross-contamination must be avoided.

## **24.0 First-Aid Kit for Dogs**

24.1 A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

## **25.0 Isolation Facilities**

- 25.1 Veterinary advice must be sought for any animal with a potentially infectious disease.
- 25.2 Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.
- 25.3 Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.
- 25.4 Hands must be washed after leaving the isolation facilities before handling other dogs.
- 25.5 Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.
- 25.6 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

## **Conditions Relating to Disease Control, Vaccination and Worming**

### **26.0 General**

- 26.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases
- 26.2 Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease.
- 26.3 All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

## **Conditions Relating to Emergencies / Fire Prevention**

### **27.0 General**

- 27.1 There must be Emergency Evacuation and Contingency Plans in place which meets approval with the local authority, and in consultation with the local authority.

## **Conditions Relating to Transport**

### **28.0 General**

- 28.1 Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.
- 28.2 All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.
- 28.3 Bitches must not be transported in the last stages of pregnancy, ideally not from 54

days after mating, unless to a veterinary surgeon for treatment.

- 28.4 Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.
- 28.5 Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/ or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.
- 28.6 Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency.

## **Conditions Relating to Health and Welfare of the Breeding Stock and Litters**

### **29.0 Mating**

- 29.1 Bitches must not be mated if they are less than one year old.

### **30.0 Maximum Number of Litters**

- 30.1 Bitches must not give birth to more than six litters of puppies each in their lifetime

### **31.0 Twelve Months Between Litters**

- 31.1 Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies.

### **32.0 Social Contact for Dogs and Socialisation of Puppies - Adult Dogs**

- 32.1 Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

### **33.0 Social Contact for Dogs and Socialisation of Puppies - Puppies**

- 33.1 Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.
- 33.2 From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.
- 33.3 To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

### **34.0 Record Keeping**

- 34.1 Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises.
- 34.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192)

# Agenda Item 4

prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.

- 34.3 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie, private owner or pet shop).

### Bromsgrove District Council

#### Draft Standard Conditions - Zoo Licences

##### 1.0 Conservation Matters

The operator of the Zoo must ensure that the following measures are implemented in the Zoo:

- 1.1 Promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the Zoo and their natural habitats.
- 1.2 Accommodating and keeping the animals in a manner which meets the standards set out in the Secretary of State's Standards of Modern Zoo Practice.  
<https://www.gov.uk/government/publications/secretary-of-state-s-standards-of-modern-zoo-practice>
- 1.3 Preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals.
- 1.4 Preventing the intrusion of pests and vermin into the premises of the Zoo.
- 1.5 Keeping up-to-date records of the Zoo's collection of animals, including records of the numbers of different animals; acquisitions, births, deaths, disposals and escapes of animals; the causes of any such deaths; and the health of the animals.
- 1.6 Participation in at least one of the following:
  - Research from which conservation benefits accrue to species of wild animals.
  - Training in relevant conservation skills.
  - The exchange of information relating to the conservation of species of wild animals.
  - Where appropriate, breeding of wild animals in captivity.
  - Where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals.
- 1.7 The zoo operator must keep information to show how it has complied with condition 1.6 and supply it to the local authority upon request.

##### 2.0 Insurance

- 2.1 Within one month of the date of the licence and one month of the date of renewal of the policy, where applicable, a copy of the zoo's current public liability insurance policy and of subsequent renewals thereof, to be sent to the Licensing Authority.

##### 3.0 Stock List

- 3.1 A copy of the zoo's annual stock list, as defined in Section 9 of the Secretary of State's Standards of Modern Zoo Practice, must be forwarded to the Licensing Authority by 1 April of the year following that to which it relates.

## **4.0 Hazardous Animals**

- 4.1 The Licensing Authority to be notified in writing at least one month in advance of the proposed addition of any animal listed in category 1 of the Hazardous Animal Categorisation (see Appendix 12 of the Secretary of State's Standards of Modern Zoo Practice), which is from a taxonomic family of which Category 1 species have not previously been kept in the zoo.

## **5.0 Temporary Removal of Animals from the Zoo**

- 5.1 The licensee/s to notify the Licensing Authority before the temporary removal from the zoo (other than for veterinary attention or inter-zoo movements) of any animal listed in category 1 of the Hazardous Animal Categorisation of the Secretary of State's Modern Zoo Practice.
- 5.2 Such notification to be given as early as possible and, in any case, no later than twelve hours before the removal, unless the zoo operator and Licensing Authority mutually agree a shorter period.
- 5.3 When giving notification, details of the destination and method of transportation of the animal and of the arrangements for its well-being, as well as for the safety of the public whilst it is away from the zoo, to be provided.

## **6.0 Escapes**

- 6.1 In the event of any non-domestic animal escaping from the confines of the zoo, notification shall be made to the Licensing Authority as soon as possible, and, in any case, not later than twenty-four hours following the escape.

## **Notes**

- N.1 These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance with the powers conferred under Section 9 of the Zoo Licensing Act 1981.
- N.2 The grant of this Licence does not imply that the requirements of any other legislation have been met.
- N.3 The zoo licence or a copy of it is required to be displayed publicly at each public entrance to the zoo.



## LICENSING COMMITTEE

22<sup>nd</sup> September 2014

### STREET COLLECTION POLICY

Relevant Portfolio Holder	Councillor Rita Dent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Steve Jordan – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

To ask Members to consider the responses received during the consultation undertaken on a new Street Collection Policy and to resolve to adopt the Policy with effect from 1<sup>st</sup> January 2015.

#### 2. RECOMMENDATIONS

**Members are asked to RESOLVE;**

**To adopt the Policy with effect from 1<sup>st</sup> January 2015.**

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 There are no fees payable in respect of applications for street collection permits.

##### Legal Implications

- 3.2 Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916 enables authorities to make regulations to control street collections in their area.

##### Service / Operational Implications

- 3.3 The Council regulates charitable collections taking place in any street or public place under the Police, Factories, etc (Miscellaneous Provisions) Act 1916. The Council can regulate collections where there is a collection of money or the selling of articles for the benefit of charitable purposes (cash collections).

## LICENSING COMMITTEE

22<sup>nd</sup> September 2014

- 3.4 The legislation does not cover face to face fundraisers who ask people in the street or other public place to sign up to donating to charitable causes by direct debit. The Council therefore cannot regulate this type of collection. The Council is however currently engaging with the Public Fundraising Regulatory Authority (PFRA) to try and establish a site management agreement to help control this type of collection.
- 3.5 Street collections are an important method of fund raising for charitable causes, however they can cause annoyance to the public if not suitably controlled and managed. This can lead to the public avoiding certain areas where they believe they will be asked to donate money every time they visit.
- 3.6 It is also important that those that are authorised to carry out street collections represent genuine charitable causes and are not seeking to defraud the public by pretending to collect for a charitable cause and actually using the money collected for other purposes.
- 3.7 In order to ensure that street collections are suitably controlled and managed, and that applicants for permits represent genuine charitable causes, a draft policy has been produced and Members approved the draft policy for the purpose of consultation on 23 June 2014.
- 3.8 This consultation has now been undertaken and Members are asked to consider the responses received.
- 3.9 5 responses were received in total during the consultation and these can be seen at Appendix 1.
- 3.10 Wythall Parish Council, Catshill and north Marlbrook Parish Council and Bournheath Parish Council all responded to say that they did not have any adverse comments to make in relation to the Policy.
- 3.11 The Public Fundraising Regulatory Association responded to make clear that direct debit collections can only be effectively regulated by them if a site management agreement is in place between them and the relevant Council. Members will recall that at the Licensing Committee meeting in June 2014, it was resolved that that authority be given to the Head of Worcestershire Regulatory Services to enter into discussions with the Public Fundraising Regulatory Association (PFRA) with regard to establishing an agreement to regulate face to face fundraising by way of direct debit in Bromsgrove Town Centre. Discussions are underway with the PRFA in relation to this matter.
- 3.12 The Office Manager of the Phoenix Childrens Foundation charity responded to say that, the limit of one collection per charity per year poses a significant problem for them and their fundraising efforts.

## LICENSING COMMITTEE

22<sup>nd</sup> September 2014

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They suggest allowing additional collections by charities in special circumstances or if the collection date remains available close to the deadline for applications.

- 3.13 The draft Policy already states that more than one collection per charity can be permitted where the Licensing Officer considers that circumstances are such that more than one street collection can be permitted. However this paragraph has been amended to provide examples of the circumstances where additional street collections can be permitted to a charity that has already had one application granted.
- 3.14 The Regional Coordinator for the Christian Aid charity responded raising some issues with the content of the draft policy. Firstly there were concerns raised about the Council's interpretation of the term "public place" and the potential implications for charitable collections taking place on private property, such as inside shops and supermarkets. In determining whether a collection is taking place in a public place or not, officers will seek legal advice and assess each case on its own merits.
- 3.15 Concern has also been raised regarding the requirement for collection boxes to be numbered consecutively as this causes the charity administrative difficulties. An alternative requirement has been proposed, which is felt by officers to be a reasonable compromise and so the draft policy has been amended so that collection tins need to be allocated a unique reference number be accounted for and securely closed.
- 3.16 Christian Aid have also raised concerns about the prohibition on the use of tables and chairs during street collections, as this may pose difficulties for some of their collecting volunteers who need to sit down to rest and take breaks. The draft policy does not provide an outright prohibition on the use of tables and chairs and in fact their use can be agreed with the Licensing Officer in advance of the collection. That being the case, it is not felt that any amendment is required to the draft policy in that regard.
- 3.17 Finally concern is raised that not allowing applications on Mondays or Wednesdays is quite restrictive. This restriction only applies in relation to the St John's Ward and has been inserted to try and avoid clashes between cash collections and direct debit collections. With this in mind, officers feel that this restriction in the draft policy is reasonable and proportionate.
- 3.18 The draft policy, which has been revised as detailed above, is at Appendix 2. Members are asked to adopt the Policy.

## LICENSING COMMITTEE

22<sup>nd</sup> September 2014

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### 4. RISK MANAGEMENT

- 4.1 If street collections are not appropriately controlled this could cause annoyance to the public and increase the risk that the public could be defrauded by people who are not collecting for genuine charitable causes.

### 5. APPENDICES

Appendix 1 – Consultation Responses Received

Appendix 2 – Draft Street Collection Policy (revised after consultation)

### AUTHOR OF REPORT

Name: Dave Etheridge – Senior Practitioner (Licensing)

Worcestershire Regulatory Services

E Mail: [d.etheridge@worcsregservices.gov.uk](mailto:d.etheridge@worcsregservices.gov.uk)

Tel: (01527) 534121

**Pauline Ross**

APPENDIX 1

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**From:** Catshill and North Marlbrook Parish Council  
**Sent:** 18 August 2014 10:39  
**To:** wrsenquiries  
**Subject:** Bromsgrove Street Collection consultation

**FAO Dave Etheridge**  
**Senior Licensing Practitioner**  
**Worcestershire Regulatory Services**

Thank you for consulting this parish council on Bromsgrove DC's street collection policy. Members have considered the proposed document and made note of it, ie no adverse comment to forward. The same applies to Bournheath Parish Council where I am also Clerk.

Kind regards,

Gill Lungley MILCM  
Clerk to the Council  
Catshill and North Marlbrook Parish Council  
Catshill Village Hall, Golden Cross Lane, Catshill, Bromsgrove B61 0JZ

tel: 01527 873266 / 07813 671899  
e-mail: [clerk@catshillandnorthmarlbrook-pc.gov.uk](mailto:clerk@catshillandnorthmarlbrook-pc.gov.uk)  
[www.catshillandnorthmarlbrook-pc.gov.uk](http://www.catshillandnorthmarlbrook-pc.gov.uk)

**Pauline Ross**

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**From:** pat <pat@wythall-parish-council.org.uk>  
**Sent:** 19 August 2014 13:31  
**To:** wrsenquiries  
**Subject:** Street Collection Policy Consultation

Hello Mr.Etheridge

Having studied this document I can only say that, as Wythall does not have any Street Collections, this consultation does not affect us.

Regards,

*Patricia Harrison  
Executive Officer  
Wythall Parish Council  
Beaudesert Rd  
Hollywood  
B47 5DP*

*Tel: 01564 823149  
[info@wythall-parish-council.org.uk](mailto:info@wythall-parish-council.org.uk)  
[www.wythall-parish-council.org.uk](http://www.wythall-parish-council.org.uk)*

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**Pauline Ross**

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**From:** Phoenix Children's Foundation <info@phoenixcharity.org>  
**Sent:** 01 August 2014 18:19  
**To:** wrsenquiries  
**Subject:** Street Collection Policy Consultation - Feedback

Good afternoon,

I am emailing regarding the new policy on the regulation of street collections; In the main part the terms are reasonable, however the restriction of one collection per charity per year poses a significant problem to ourselves and I'm sure other charities. Whilst we understand why this policy is in place as I'm sure you are inundated with requests, it will have a devastating effect on our funding capabilities in the area and as a result many children will lose out on vital funding. It would be a drastic measure to remove the allocation limit, however it may be fair to have the limit in place only allowing additional collection in special circumstances (as outlined on the new regulations) or if the date has not been taken close to the application deadline.

We would appreciate if you take our comments into consideration before the policy is finalised.

Please don't hesitate to contact me if you have any queries.

Kind Regards,

Melissa Wright  
Office Manager  
Phoenix Childrens Foundation  
[www.phoenixcharity.org](http://www.phoenixcharity.org)  
01530 267116



This email is free from viruses and malware because avast! Antivirus protection is active.

**Pauline Ross**

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**From:** Jill Stone <JStone@christian-aid.org>  
**Sent:** 27 August 2014 14:15  
**To:** wrsenquiries  
**Subject:** Draft policy for Street Collections in Bromsgrove

Dear Mr Etheridge

I am writing on behalf of Christian Aid supporters in Bromsgrove who organise collections of behalf of our organisation.

Christian Aid has a national license that enables us to conduct a H2H collection annually in May. [Exemption Order Reference CHC/97/7/49/1]. These collections are conducted by our local volunteer groups. All monies collected are counted in the presence of at least two people and are audited every year. Occasionally one of our local groups will also conduct a street collection or supermarket collection. The former with a license from the local council and the latter with permission from the relevant supermarket.

Our supporters wear tabards clearly marked with our name; they use tins or buckets, again clearly marked with our name, that are numbered and accounted for by the organiser – they may not be in consecutive numbers due to the logistics of organising the collection. Again, all monies collected are counted in the presence of at least two people and are included in the annual audit.

We appreciate Bromsgrove Council's desire to protect the general public from nefarious collectors and unwanted harassment, but some of the suggestions in your draft consultation policy could have negative implications for our supporters and our charity and we would strongly urge you to reconsider the following points:

Firstly, the definition of a "public place". The law on this issue is ambiguous, with no legal definition of a public place. We can understand that if a collector is standing in the entrance to a shop or shopping centre, where the public are walking past on the street, then that could be considered collecting in a public place. But if the collector is standing on private property (eg supermarket entrance, or inside a shop collecting from people already on the private property), then it has always been understood that permission from the shop or supermarket is all that is required.

If the necessity to apply for a licence applied to all collections in supermarkets as well as streets, there is going to be a lot more red tape involved. If the reason behind getting council authorisation for these types of 'public places' is to limit and monitor the frequency of the collections, I know that the supermarkets do this themselves – they will only accept a certain number of applications and never have more than one on any given day. So there shouldn't be a need for council monitoring as well.

Secondly, the necessity for the collecting tins to be numbered consecutively makes it very difficult to administrate. As a local office, we send out tins to supporters for use in their collections and then we get tins back in as and when they are able to return them. That means that we don't always have consecutive numbers to give out to supporters. We do keep track of our tins and they are numbered and accounted for. A more reasonable requirement would be 'All Collection Boxes must be numbered and accounted for and must be secured closed.....'

Thirdly, many of our supporters are elderly and prohibiting the use of chairs may prevent some people from volunteering if they cannot take a break to sit down at intervals.

Finally, 'our supporters say that not being able to apply for a licence for a Monday or Wednesday is quite restrictive.

I hope that you will take these points into consideration when drawing up our final policy on street collections.



Yours sincerely

**Jill Stone**

**Regional Coordinator**

Room 403B, The Big Peg

120 Vyse Street,

Birmingham, B18 6NE

Tel: 0121 200 2283

Direct Line: 0121 231 4701

Mobile: 07757 556517

[www.christianaid.org.uk](http://www.christianaid.org.uk)



----- Gaza Emergency Appeal As the death toll continues to rise, we have launched an emergency appeal to help the terrified people of Gaza. Our medical partner, PMRS, is already on the ground providing vital treatment and healthcare to more than 8,000 Palestinians every day. Please help our partners to do even more to respond to the desperate humanitarian needs emerging.

<http://www.christianaid.org.uk/emergencies/current/gaza-emergency-appeal/index.aspx> -----

----- Save paper, save trees and only print this email if you have to. -----

----- Christian Aid is a charity and company limited by guarantee registered in England and Wales: 35 Lower Marsh, London SE1 7RL. UK registered charity no. 1105851. Company no. 5171525. Christian Aid also operates in Scotland: Registered Office: 41 George IV Bridge, Edinburgh, EH1 1EL. Charity no. SC039150 Christian Aid Ireland is a charity and company limited by guarantee registered in Northern Ireland: Unit 6 Linden House, Beechill Business Park, Belfast, BT8 7QN. Northern Ireland charity no: XR94639. Company no. NI059154. Christian Aid Ireland is a registered charity and registered company limited by guarantee: 17 Clanwilliam Terrace, Dublin 2. Republic of Ireland charity no. CHY 6998. Company no. 426928. Christian Aid Trading Limited is a company limited by guarantee registered in England and Wales: 35 Lower Marsh, London SE1 7RL. Company no. 1001742.

## Pauline Ross

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**From:** Stephen Service <stephen@pfra.org.uk>  
**Sent:** 06 August 2014 11:41  
**To:** wrsenquiries  
**Subject:** Bromsgrove Street Collection Consultation

Dear Dave,

Thankyou for drawing our attention to Bromsgrove's Street Collection Policy Consultation and giving the Public Fundraising Regulatory Association the opportunity to respond.

As your document makes clear, the majority of the new policy refers to cash collections which do not fall under the PFRA's remit. However, we have the following comments regarding the Direct Debit Collections section of the proposed policy:

*"It may be possible in the future to enter into an agreement with the PFRA to regulate DD collections. In the meantime any complaints or enquiries regarding DD Collections should be referred to the PFRA."*

The PFRA is very happy to respond to any enquiries regarding Direct Debit collections and always looks to ensure that any complaints it receives are satisfactorily addressed. However, it is important to emphasise that the PFRA's ability to regulate these collections is restricted unless a site management agreement is in place between the council, the PFRA and fundraisers operating in the area. Part of the purpose of a Site Management Agreement is to take into account the local needs of the community and agree a clear line of communication between the local authority and the PFRA by assigning local authority officials as gatekeepers within the authority. It is the most effective means by which the PFRA can ensure complaints are dealt with.

I look forward to meeting with you in September to discuss the prospect of a Site Management Agreement for Bromsgrove with you in more detail.

Best regards,

**Stephen Service**  
Outreach Officer  
Public Fundraising *Regulatory* Association

Tel: 020 7401 8452 / 07760 995031

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## **STREET COLLECTIONS**

Raising money or selling goods for charity in the street or any other public place requires permission from Bromsgrove District Council. These collections (usually referred to as “street collections”) most commonly take the form of a collector asking members of the public to make a donation in a collecting box.

The Council limits the number of collections taking place in the town, only in certain circumstances will additional collections be authorised.

From experience, it appears that unauthorised collectors often claim that they have permission from the manager of the store outside which they are collecting to carry out such activity in the shop entrance, although in many cases the collector is standing in the street, not in the shop entrance.

Regardless of the exact location of the collector, it is the Council’s view that a “public place” is one to which the public have, or are permitted to have, access at any time (or at least during usual shopping hours), without making payment. This would include a shop forecourt, a supermarket entrance or a privately owned shopping centre. It would not, however, include the area of any shop premises inside the entrance doors.

The sale of goods or articles in the street (usually referred to as Street Trading) is also controlled by the Council, and there are designated sites where street trading may take place.

### **Direct Debit Collections**

Direct Debit Collections are where pledges are collected for direct debit donations. These do not require permission from the Local Authority as there are no legal provisions for this type of collection. It may be possible in the future to enter into an agreement with the Public Fundraising Regulatory Association (PFRA) to regulate this type of collection. In the meantime any complaints or enquires regarding Direct Debit Collections should be referred to the PFRA.

Any one making a complaint regarding Direct Debit Collections should be referred to the PFRA.

## **STREET COLLECTIONS POLICY AND REGULATIONS**

The Street Collections Policy and Regulations are designed to ensure that only legitimate charities or organisations are permitted to collect money from people in the street and to ensure that the proceeds are properly accounted for.

A street includes “any highway and public bridge, road, lane, footway, square, court, alley or passage whether a thoroughfare or not”.

It does not matter whether the land is privately owned or owned by the Local Authority if the area is one to which the public have access, without making payment, then it falls under the definition of a street.

Bromsgrove District Council issues a Street Collection Permit for collections of money for charitable purposes and all applications shall be determined in accordance with the policy.

In considering applications received, the Licensing Officer will have regard to the number of collectors, the time of the collection and other events taking place at the same time. Preference will be given to local charities with regards to the application process in the event more than one application is received for the same day. If more applications are received than there are dates available, priority will be given to local charities, or local branches of national charities.

The Authority will only grant one Street Collection Permit in a Ward area on any given date unless circumstances allow for more than one Permit ie one for the morning and one for the afternoon.

Street collection permits will not normally be granted in the Town Centre (St John’s Ward) on Mondays and Wednesdays.

A Street Collection Permit will only be granted to those organisations which have submitted their latest financial returns in accordance with the Council’s Street Collection Regulations, and such returns are considered to be satisfactory.

Only one street collection per charity shall normally be made in any calendar year unless the Licensing Officer considers that circumstances are such that more than one street collection can be permitted. For example additional collections may be permitted where the proposed

collective date remains available close to the normal application deadline. Each case will be assessed on its merits.

All successful applicants must comply with the Council's Street Collection Regulations.

## Regulations

In pursuance of section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916, as amended by section 25 and Schedule 29 of the Local Government Act 1972, the Bromsgrove District Council Licensing Authority hereby makes the following Regulations with respect to where and the conditions under which a person or persons may be permitted in any street or public place within the District of Bromsgrove, to collect money or sell articles for the benefit of charitable or other purposes:

### Definitions:

“Local Authority” means Bromsgrove District Council.

“Collection” means collection of money or the sale of articles for the benefit of charitable or other purposes.

“Permit” means Street Collection Permit.

“Collection box” means box, tin or any other receptacle for the collection of money.

“Collectors” means those authorised by the Street Collection Permit to collect money from the public.

“Promoter” means a person authorised by the organisation to allow an application to be submitted.

“Qualified Account” means a current member of one or more of the following bodies: the Institute of Chartered Accountants in England and Wales, the Institute of Chartered Accountants in Scotland, the Association of Certified Accountants, or the Institute of Chartered Accountants in Ireland.

### Application Process

# Agenda Item 5

A completed Application Form should be submitted to the Licensing Department, Worcester Regulatory Services, The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA.

A completed application should be received by the Licensing Department at least 2 calendar months prior to the collection date unless there are special reasons for considering an application in a shorter time.

There is no fee payable.

The following documentation must also accompany the Application Form:

- i. A covering letter from the Promoter of the organisation confirming that authority has been given by the charity for the application to be made.
- ii. Form of accounts for the last 12 months (unless a Street Collection has been granted in the previous twelve months to the applicant and a form of account has been subsequently submitted).
- iii. Information regarding the organisation or charity including details of what the money is used for and what percentage of the money goes directly to the charitable organisation. Include leaflets and any promotional information

Once a completed application is received the Licensing Officer will establish whether there are any other events taking place on the same day that would conflict with the application or if any other Street Collection Permits have been granted for the same day

If the Street Collection Permit is granted the following documents will be sent to the applicant:

- A covering letter.
- The Permit specifying the date, time and location of the collection. This must be available to be viewed on the day of the collection.
- A copy of the Regulations which must be complied with.

# Agenda Item 5

- A Returns Form which must be sent to the Licensing Department no later than 28 days after the collection date. Failure to provide a Return Form will lead to refusal of any future application.

## **Refusals.**

If an application for a Street Collection Permit cannot be granted by the Licensing Officer for any reason, the applicant may ask for the matter to be considered by the Licensing Sub-Committee.

An application may be refused by the Licensing Sub-Committee for the following reasons:

- Insufficient information provided either within the application form or with any of the accompanying documentation.
- The completed application is received after the 2 month process period.
- The charity has already had one Street Collection Permit during the preceding 12 months.
- A Street Collection Permit has already been granted to another charity for the same time.
- Following a previous grant the Returns Form was not provided or was incomplete.
- For any other justifiable reason.

---

Only those charities/organisations that have been granted a Street Collection Permit may collect money from people in the street using a collection box.

- The Permit is valid only for the date and time specified on the Permit.

# Agenda Item 5

- Collections must not in any way be conducted in a manner that would cause inconvenience to pedestrians or passers by.
- Collectors must not obstruct the highway or in any way cause a hindrance or obstruction.
- The Collectors must remain within the location as defined in the Permit and must remain stationary.
- Each Collector must carry a Collection Box.
- All Collection Boxes must be allocated a unique reference number, be properly accounted for and must be securely closed in such a way to ensure it can not be opened without breaking the seal.
- Collectors must be over the age of 16 unless the Licensing Department has previously given permission.
- All money received must be placed in the collection tin/box by the person making the donation.
- The Collectors must display their identity and charitable organisation at all times during the collection time.
- Collectors must have their Permit with them during the collection and must show it if requested to do so.
- The use of tables and chair is prohibited unless agreed with the Licensing Department prior to the date of collection.
- No animals may be used in any street collection unless previously agreed with the Licensing Department.
- A Return Form must be submitted to the Licensing Department within 28 days of the collection date. If the Return Form is not returned or is returned incomplete then this failure will result in any future application being refused.

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## Return Form

A completed Return Form must be submitted within 28 days of the collection date. This must include the following information:

- The amount received and expenses and payments incurred.
- The details of the Collectors
- The amount in each collecting box.



# Agenda Item 5

The Return Form must be certified by a qualified Accountant.

The penalty for an offence arising from a failure to comply with these Regulations is liable to a fine at level 1 on the standard scale.

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## **LICENSING COMMITTEE**

**22<sup>nd</sup> September 2014**

### **22nd September 2014**

Animal Welfare Licensing Conditions Review

Street Collection Policy - update on consultation responses received

### **10th November 2014**

DPPO – Designated Public Places Order – further update report from the Senior Community Safety Officer, to brief Members on the new powers contained in the Anti-Social Behaviour, Crime and Policing Act 2014.

Deregulation Bill (Taxis) update

Proposal to amend Hackney Carriage Vehicle Licensing Policy

Site Management Agreement with the PFRA – Progress Report / Draft Agreement

### **23rd March 2015**

Gambling Act 2005 – Review of Statement of Principles

Draft Sex Establishment Licensing Policy

Results of Consultation on Amendments to Hackney Carriage Vehicle Licensing Policy

### **To Be Allocated To Suitable Available Dates**

Hackney Carriage and Private Hire Driver Licensing Policy Amendments (as a result of the Deregulation Bill)

Site Management Agreement with the PFRA - Approval

Street Amenity Policy

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