

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Pre-Inspection Audit – Providing Boarding for Cats**

Prior to your inspection being carried out:

- Provide a plan of the premises indicating the location and dimensions of the numbered cat units, including sleeping areas and runs.

Notes:

- The name of the licence holder and the licence number must be prominently displayed on any website used for the activity.
- The licence holder must keep all records for at least three years beginning with the date on which the record was created.
- The licence holder must register with a veterinarian.
- Timber, if used, must be of good quality, well-kept and any damaged areas sealed or over clad. Wood must be smooth and treated and properly maintained to render it impervious.
- Interior surfaces, including floors, must be smooth, impervious and able to be disinfected.
- Gaps or apertures must be small enough to prevent a cat's head passing through, or entrapment of any limb or body parts. Where cats have access to mesh, the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25mm in one direction and should be positioned on the inside of the framework of runs to prevent damage from scratching.
- Insulation and temperature regulation must keep the temperature in some part of the sleeping area between 15°C and 26°C. Additional heat may be in the form of a heated bed/pad, but must not be the main source of heat.
- The cats must be visited at regular intervals and of no more than 4 hours apart during the working day.
- Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.
- Each cat unit must include a tall and sturdy facility for scratching.
- A designated key holder must be within reasonable travel distance and available to attend in an emergency.
- In a non-domestic setting, an emergency contact name / number must be displayed on the outside of the premises.
- Adjoining cat units must have solid barriers covering the full height and width of the adjoining wall. For new builds this must be at a minimum translucent. New build gaps between units must have a full height and width translucent sneeze barrier on one side.
- Any gaps between cat units must be a minimum of 0.6 metres wide.
- A cat unit may only be shared by cats from the same household.
- Each cat unit must be clearly numbered and there must be a system in place which ensures information about the cat/s is available.
- Each cat unit must include an elevated area.

If any minor failings are identified during your inspection, you may be given a 2 week period to evidence the requirements have been met. If these minor failings are not addressed satisfactorily within the stated period, then this will result in a **1 Star, 1 Year Licence**. However, a new applicant must achieve minimum standards and cannot be issued with a 1 Star Licence.

1 Star Licensed Premises (minor failings) must achieve minimum standards upon renewal, otherwise the Licence will not be renewed.

This pre-inspection audit does not list all of the licence conditions and guidance. You must refer to the conditions and guidance in full. This is a Yes/No exercise to ensure that you have the necessary procedures in place to meet the minimum standards, in advance of your licensing inspection. This is not a mandatory document, but aims to assist you in your preparation.

Part A – General Conditions (Schedule 2 of the Regulations)

Condition	Guidance	Condition met YES/NO
<p>4.0 Staffing 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.</p>	<ul style="list-style-type: none"> • The training policy must be reviewed and updated on an annual basis and must include: annual appraisal <ul style="list-style-type: none"> ○ planned continued professional development ○ recognition of knowledge gaps ○ Use of online courses and literature ○ If no staff are employed the licence holder must demonstrate their own knowledge development. • It will be applicable to any members of staff and can be shown by engagement with courses, written or online learning, keeping up to date with any research or developments for specific species and the documentation of the annual appraisal. • Evidence of staff attendance or completion of the training must be provided 	
<p>5.0 Suitable Environment 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.</p>	<ul style="list-style-type: none"> • Unit doors should open inwards to protect the health and safety of attending staff. Where this is not feasible there must be a documented procedure in place to demonstrate the safety of staff. 	

<p>5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.</p>	<ul style="list-style-type: none"> • Units must be inspected daily and kept in a clean condition, in accordance with the documented cleaning and disinfection procedure. • Each occupied unit must be cleaned daily at a minimum. • Units must be disinfected between new occupants and when necessary. • Effective spot cleaning is permissible 	
<p>6.0 Suitable Diet 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.</p>	<ul style="list-style-type: none"> • Cats must not remain inappetent (without appetite) for longer than 48 hours without seeking veterinary advice. If the cat has any known health problems or if there are specific concerns veterinary advice must be sought earlier • Water intake must be checked and veterinary advice sought if a cat is not drinking or is drinking excessively. • The general condition of the cats must be observed and cats displaying significant weight loss/gain must be evaluated by a veterinarian and treated as necessary. 	
<p>7.0 Monitoring of behaviour and training of animals 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.</p>	<ul style="list-style-type: none"> • The behaviour of individual cats must be monitored daily and changes in behaviour and/or behaviours indicative of suffering, stress, fear, aggression and anxiety must be recorded and acted upon. • Advice must be obtained where necessary from a veterinarian who may then refer to a suitably qualified animal behaviourist. 	
<p>9.0 Protection from Pain, Suffering, Injury and Disease 9.1 Written procedures must— (a) be in place and implemented covering— (i) feeding regimes, (ii) cleaning regimes, (iii) transportation, (iv) the prevention of, and control of the spread of, disease,</p>	<ul style="list-style-type: none"> • The procedures must demonstrate how the conditions outlined in this guidance are met. 	

<p>(v) monitoring and ensuring the health and welfare of all the animals, (vi) the death or escape of an animal (including the storage of carcasses); (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.</p> <p>9.2 All people responsible for the care of the animals must be made fully aware of these procedures.</p> <p>9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p>9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.</p> <p>9.6 Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.</p>	<ul style="list-style-type: none"> • Provision must be made for the isolation of sick/injured/infectious cats and those that might reasonably be expected to be carrying serious infectious diseases. • Where isolation facilities are provided by an attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If a cat is not taken to a veterinary practice, but kept at the cattery for anything more than 12 hours, the isolation facilities must follow the same size and facility requirements as a normal cattery unit. • An up-to-date veterinary vaccination record must be seen to ensure that cats have current vaccinations against feline parvovirus also known as feline infectious enteritis, feline panleukopenia and against feline respiratory viruses (feline herpesvirus and feline calicivirus). • If there is evidence of external parasites (fleas, ticks, lice) the cat must be treated with a product authorised by the Veterinary Medicines Directorate (VMD) and licensed for use in the UK. Treatment must only be after consultation and as directed by a veterinarian and / or with written consent from the owner or nominated person • When a cat is suspected of being ill or injured a veterinarian must be contacted for advice immediately and any instructions for treatment recorded. Further advice must be sought if there is ongoing concern. 	
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<p>9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose.</p> <p>9.13 All animals must be checked at least once daily or more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.</p>	<ul style="list-style-type: none"> • The licence holder must keep a record of all euthanasia and the identity of the qualified veterinarian that carried it out. Unless imperative for the welfare of the cat, euthanasia must not take place until consent is given by the owner or nominated contact. • Presence or absence of faeces and urine must be monitored daily. Any abnormalities must be recorded and acted upon as appropriate. • Cats staying long-term (staying for over three weeks) must be checked for weight-loss or gain and, if there are any concerns, advice must be sought from a veterinarian. 	
<p>10.0 Emergencies</p> <p>10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.</p>	<ul style="list-style-type: none"> • Entrances and fire exits must be clear of obstructions at all times. • Suitable firefighting, prevention and detection equipment must be provided and maintained in good working order. Any buildings must have at least one working smoke detector (or other suitable fire detection system) installed in a suitable location on each separate level / floor of the property and, where appropriate, there must be at least one carbon monoxide detector • An emergency drill programme must be in place with annual testing, or as determined by fire risk assessments. All new members of staff must have this as part of their induction programme. • There must be a plan for accommodation of the cats should the premises become uninhabitable. • There must be a documented policy in place for dealing with extremes of temperature and weather conditions (both hot and cold). • All electrical installations must be installed by appropriately qualified persons and maintained in a safe condition; and sited such that they do not present a risk. • All equipment must be maintained in a good state of repair and serviced according to manufacturer's guidelines. 	

<p>10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.</p>		
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Part B – Specific Conditions (Schedule 4, Part 1 of the Regulations)

Condition	Condition met YES/NO
<p>4.0 Records</p> <p>4.1 A register must be kept of all the cats on the premises which must include—</p> <ul style="list-style-type: none"> (a) the dates of each cat’s arrival and departure, (b) each cat’s name, age, sex, neuter status and a description of it or its breed, (c) each cat’s microchip number, where applicable, (d) the number of any cats from the same household, (e) a record of which cats (if any) are from the same household, (f) the name, postal address, telephone number and email address of the owner of each cat and emergency contact details, (g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency, (h) the name and contact details of each cat’s normal veterinarian and details of any insurance relating to the cat, (i) details of each cat’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise, (j) details of each cat’s diet and related requirements, (k) any required consent forms, (l) a record of the date or dates of each cat’s most recent vaccination, worming and flea treatments, and (m) details of any medical treatment each cat is receiving. <p>Record of baskets/items left at the cattery.</p>	

Written Consents
<ul style="list-style-type: none"> • Cats from different households must never share a unit. Where cats from the same household share a unit, the owner's written authorisation must be obtained and cats must be monitored. Consent from the owner must also include authority for separating cats, should problems arise. • Consent to seek veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian. • Written consent between the cat owner and licence holder must be obtained with regards to which veterinarian is to be used when cat is first placed with licence holder. • Consent regarding toys / interaction preferences.

Cat unit size requirements:

Full height walk-in unit - Sleeping area			
	Min area	Smallest dimension	Min height
One cat*	0.85m ²	0.9m (e.g. 0.9m x 0.95m)	1.8m
Up to 2 cats	1.5m ²	1.2m (e.g. 1.2m x 1.25m)	1.8m
Up to 4 cats	1.9m ²	1.2m (e.g. 1.2m x 1.6m)	1.8m

Penthouse unit - Sleeping area			
	Min area	Smallest dimension	Min height
One cat*	0.85m ²	0.9m (e.g. 0.9m x 0.95m)	1m
Up to 2 cats	1.1m ²	0.9m (e.g. 0.9m x 1.20m)	1m
Up to 4 cats	1.7m ²	0.9m (e.g. 0.9m x 1.9m)	1m

Exercise runs (full height walk-in and penthouse)			
	Min area	Smallest dimension	Min height
One cat*	1.65m ²	0.9m (e.g. 0.9m x 1.85m)	1.8m
Up to 2 cats	2.2m ²	1.2m (e.g. 1.2m x 1.85m)	1.8m
Up to 4 cats	1.8m ²	1.2m (e.g. 1.2m x 2.35m)	1.8m

*New builds must be minimum size for 'up to 2 cats' (one cat size removed).

Star Ratings:

Each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible, each premises will need to have covered all of the standard conditions, including all required consents, policies and procedures. In order to meet the highest possible rating for both the high and low risk categories in the scoring matrix, certain higher standards must be met. The higher standards are classified into two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher standards.

Required

- Staffing levels will be up to 1 full-time equivalent attendant per 20 cats kept or a higher ratio of qualified staff.
- Cats must be provided with a design and layout that provides them with choice. This can be achieved by, for example, inclusion of raised platforms.
- Temperature in the sleeping environment must be above 18°C.
- All individual cats must be inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800).
- Where more than one cat share a unit daily behavioural observations are recorded – these should especially focus on any signs of stress/aggression.
- A competent person must be on site at all times.
- Units must be 1.5 times the minimum areas stated. The calculation of the total area available can include raised areas.
- Each cat must have access to at least two raised areas – one of which must be in the sleeping area and one must be in the exercise area.
- There must be completely opaque sneeze barriers rather than translucent up to 600mm and behind any shelves.
- Where applicable, there must be a completely separate unit for any other activities such as rescue or breeding.

Optional

- A member of staff with an OFQUAL regulated Level 3 qualification in a relevant subject must be present during the working day.
- Ventilation must be a managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.
- Provision must include a choice of hiding places and different levels/shelves.
- Behavioural observations must be recorded daily.
- Designated on site isolation facilities must be available and must follow the same size and facility requirements as normal cattery unit.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period