

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

Prior to your inspection being carried out:

- Provide a plan of the premises, giving the location and dimensions of the different areas of the premises.

Notes:

- This activity does not cover the home environment – see home boarding for dogs.
- This activity covers daytime hours only i.e. 07:00 to 19:00.
- 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.
- Each dog must have six square metres of space available to them within the premises.
- 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 dog's head passing through, or entrapment of any limb or body parts. Where dogs have access to mesh, the diameter of the wire must not be less than 2.0 mm (British Standard 14 gauge welded mesh). Mesh size must not exceed 50mm x 75mm.
- There must be at least two secure physical barriers between a dog and any entrance or exit to the property.
- Insulation and temperature regulation must keep the temperature in the sleeping area above an absolute minimum of 10°C and below a maximum of 26°C.
- When outside of the premises, each dog must all wear an identity tag which includes the licence holder's name and contact details.
- No more than six dogs can be walked at the same time.
- 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.
- The dogs must be supervised at all times.

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 5.5 Procedures must be in place to ensure accommodation and any equipment 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"> • All internal furnishings must be capable of being cleaned and disinfected. • Faeces must be removed from all areas a minimum of twice a day. • Dogs must be moved from the area whilst it is being cleaned. 	

<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"> • Water intake must be checked and the owner alerted if dog is not drinking or is drinking excessively. • Veterinary advice must be followed if feeding debilitated, underweight or ill dogs, or those with specific dietary requirements. 	
<p>7.0 Monitoring of behaviour and training of animals 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.</p> <p>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 unusual behaviour is detected.</p> <p>7.5 All immature animals must be given suitable and adequate opportunities to – (a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and (b) become habituated to noises, objects and activities in their environment.</p>	<ul style="list-style-type: none"> • A programme must be available setting out enrichment, including, grooming, socialisation and play. All dogs must receive appropriate toys and / or feeding enrichment unless veterinary advice suggests otherwise. • The premises must obtain the owner's written consent if such enrichment is not recommended. • Items must be checked daily to ensure they remain safe. • Dogs must be monitored continually when toys and/or enrichment is present. • Any toys or equipment must not pose a risk of pain, suffering, disease and/or distress to the dog and must be correctly used. Items must be checked daily to ensure they remain safe and disposed of if they are damaged. • The behaviour of individual dogs 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 with all information passed onto the owner. Records of assessment must be kept. • All staff must be able to identify abnormalities, and in particular dogs that are anxious or fearful about contact. • Dogs likely to, or showing, signs of being nervous or stressed must be located in a suitable part of the establishment, bearing in mind their individual disposition. Where a dog is showing signs of being nervous, stressed or fearful, steps must be taken to address this. • Documented procedures must be in place to accommodate the needs of dogs under one year of age. 	

<p>8.0 Animal Handling and Interactions</p> <p>8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.</p>	<ul style="list-style-type: none"> • A method of review must be in place to ensure that dogs are excluded if they exhibit any aggressive behaviour. • A documented policy must be in place for monitoring the introduction of new dogs to the existing group to avoid stress to new or existing animals. 	
<p>9.0 Protection from Pain, Suffering, Injury and Disease</p> <p>9.1 Written procedures must—</p> <p>(a) be in place and implemented covering—</p> <p>(i) feeding regimes,</p> <p>(ii) cleaning regimes,</p> <p>(iii) transportation,</p> <p>(iv) the prevention of, and control of the spread of, disease,</p> <p>(v) monitoring and ensuring the health and welfare of all the animals,</p> <p>(vi) the death or escape of an animal (including the storage of carcasses);</p> <p>(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>	<ul style="list-style-type: none"> • The procedures must demonstrate how the conditions outlined in the Defra guidance document are met. • Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably expected to be carrying serious infectious diseases. • Where isolation facilities are provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If not the stated isolation protocols must be followed. 	

<p>9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious disease, 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> <p>9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.</p> <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</p>	<ul style="list-style-type: none"> • An up-to-date veterinary vaccination record must be seen to ensure that dogs boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus), leptospirosis and other relevant diseases. Vaccination against other diseases such as kennel cough (<i>Bordetella bronchiseptica</i> /Canine parainfluenza virus) may be required by the establishment. • Primary vaccination courses must be completed at least 2 weeks before boarding. • If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with an appropriate product authorised by the Veterinary Medicines Directorate (VMD) and licensed for use in the UK. Treatment must be discussed with a veterinarian before administering. Consent from the owner is required. <p>• When a dog is suspected of being ill or injured a veterinarian must be contacted for advice immediately and any instructions for treatment recorded and strictly followed with further guidance sought if there is an ongoing concern.</p> <ul style="list-style-type: none"> • The name, address and telephone contact number, including out of hours provision, of the veterinarian used by the establishment must be displayed in a prominent place, close to the telephone and accessible to all members of staff. The veterinary practice must be within a reasonable travel time. <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. The owner or designated main point of contact must be contacted to give consent. Unless imperative for the welfare of the dog, euthanasia must not take place until consent is given. <ul style="list-style-type: none"> • Presence or absence of faeces and urine must be monitored daily. Any abnormalities in excreta must be recorded and acted upon as appropriate. • Dogs must be handled at least twice daily as part of their care and enrichment regime, 	
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<p>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>	<p>unless handling them would pose a risk to employees or cause stress to the dogs.</p>	
<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> <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>	<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 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 dogs should the premises become uninhabitable. • There must be a documented policy in place for dealing with emergencies, including 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. 	

Part B – Specific Conditions (Schedule 4, Part 4 of the Regulations)

Condition	Guidance	Condition met YES/NO
<p>23.0 Monitoring of behaviour and training 23.1 All dogs must be screened before being admitted to the premises to ensure that they are not afraid, anxious or stressed in the presence of other dogs or people and do not pose a danger to other dogs or staff.</p>	<ul style="list-style-type: none"> • A record of the screening procedure for each individual dog must be completed. 	
<p>25.0 Records</p> <p>25.1 A register must be kept of all the dogs at the premises which must include—</p> <p>(a) the dates of each dog’s arrival and departure;</p> <p>(b) each dog’s name, age, sex, neuter status, microchip number and a description of it or its breed;</p> <p>(c) the number of any dogs from the same household;</p> <p>(d) a record of which dogs (if any) are from the same household;</p> <p>(e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;</p> <p>(f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;</p> <p>(g) the name and contact details of the dog’s normal veterinarian and details of any insurance relating to the dog;</p> <p>(h) details of each dog’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;</p> <p>(i) details of the dog’s diet and related requirements:</p> <p>(j) consent forms;</p> <p>(k) a record of the date or dates of each dog’s most recent vaccination, worming and flea treatments;</p> <p>(l) details of any medical treatment each dog is receiving</p>		

<p>Written Consents</p> <ul style="list-style-type: none">• If crates are used, a dog must not be secured in a crate for longer than one hour in any 8-hour period and must not be crated unless a crate forms part of the normal routine for the dog and the dog's owner has consented to the use of it.• The premises must obtain the owner's written consent if enrichment (grooming, socialisation and play) is not recommended.• Informed written consent from owners must be obtained to enable a dog to be walked outside the facility.• Dogs must only be walked off the lead with written consent from the owners.• Dogs under one year of age should be accommodated in a separate social group unless signed permission from the owner is given for the dog to be mixed with other dogs.• Consent to seek veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian.• Written consent between the dog owner and licence holder must be obtained with regards to which veterinarian is to be used when dog is first placed with licence holder.• All medications must only be used with prior consent of the owner and / or on discussion with a veterinarian.• Dogs must be fed in accordance with the individual dog's needs and with written consent from the owner.	
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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

- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities should be provided. This can be achieved by, for example, inclusion of raised platforms.
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.

Optional

- Staffing levels will be up to 1 full-time equivalent attendant per 8 dogs kept.
- A member of staff with a relevant accredited Level 3 qualification 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.
- Dogs must receive beneficial human interactions throughout the day and these must be documented.

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

