

Public Document Pack

Blackpool Council

29 August 2016

To: Councillors Hutton, Maycock, Mitchell, Owen, Robertson BEM, Singleton and L Taylor

The above members are requested to attend the:

PUBLIC PROTECTION SUB-COMMITTEE

Tuesday, 6 September 2016 at 6.00 pm
in Committee Room A, Town Hall, Blackpool

A G E N D A

ADMISSION OF THE PUBLIC TO COMMITTEE MEETINGS

The Head of Democratic Governance has marked with an asterisk (*) those items where the Committee may need to consider whether the public should be excluded from the meeting as the items are likely to disclose exempt information.

The nature of the exempt information is shown in brackets after the item.

1 DECLARATIONS OF INTEREST

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned; and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

2 MINUTES OF THE LAST MEETING HELD ON 9 AUGUST 2016 (Pages 1 - 4)

To agree the minutes of the last meeting held on 9 August 2016 as a true and correct record.

3 ANIMAL BOARDING ESTABLISHMENT LICENCE CONDITIONS (Pages 5 - 42)

To consider the standard conditions attached to Animal Boarding Establishment Licences.

4 REVIEW OF HORSE DRAWN HACKNEY CARRIAGE FARE STRUCTURE (Pages 43 - 50)

To consider changes to the structure of maximum fares that can be charged by Horse-Drawn Hackney Carriages.

* **5 PRIVATE HIRE AND HACKNEY CARRIAGE DRIVERS LICENCES** (Pages 51 - 68)

(This item contains personal information regarding applicants and licence holders which is exempt from publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972)

* **6 HACKNEY CARRIAGE VEHICLE LICENCES** (Pages 69 - 76)

(This item contains personal information regarding applicants and licence holders which is exempt from publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972)

7 DATE OF NEXT MEETING

To note the date of the next meeting as 4 October 2016.

Venue information:

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

Other information:

For queries regarding this agenda please contact Chris Williams, Democratic Services Advisor, Tel: (01253) 477153, e-mail: chris.williams@blackpool.gov.uk

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at www.blackpool.gov.uk.

Public Document Pack Agenda Item 2
MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 AUGUST
2016

Present:

Councillor Hutton (in the Chair)

Councillors

Maycock	Robertson BEM	L Taylor
Mitchell	Singleton	

In Attendance:

Mrs Sharon Davies, Head of Licensing Service
Mr Chris Williams, Democratic Services Adviser

1 DECLARATIONS OF INTEREST

There were no declarations of interests on this occasion.

2 MINUTES OF THE MEETING HELD ON 12 JULY 2016

Resolved:

That the minutes of the meeting held on 12 July 2016 be signed by the Chairman as a correct record.

3 EXCLUSION OF THE PUBLIC

That under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the whole item, including the decision referred to at Agenda item 3 on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

4 HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER LICENCES

The Sub-Committee was informed of a number of existing Hackney Carriage and Private Hire Vehicle drivers and new Private Hire and Hackney Carriage Driver licence applicants that had given sufficient cause for concern as to be referred to the Sub-Committee for consideration.

Members discussed the applications and referrals as follows:

- (i) SEB – Existing Hackney Carriage Driver

Mr Ryan Ratcliffe, Licensing Officer was in attendance to present the case on behalf of the Authority.

SEB was not in attendance.

**MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 AUGUST
2016**

The Sub-Committee considered the driver's non-attendance and whether there had been a possibility he had not been given sufficient notice to attend.

Resolved:

To defer consideration of the case to the 6 September 2016 Sub-Committee meeting to allow the driver a further opportunity to attend.

(ii) SRB - Existing Hackney Carriage Driver

Mr Ratcliffe presented the case on behalf of the Authority.

SRB was in attendance along with a legal representative, Mr Cobain, and both made representations to the Sub-Committee.

The Sub-Committee was informed of an incident of overcharging uncovered as part of a routine test purchase operation involving Council officers. Members also noted four separate complaints that had been received in relation to other alleged instances of overcharging involving the same driver. Mrs Davies reminded the Sub-Committee that the criminal matter had been dealt with at the Magistrates Court and Members were requested to assess whether in light of the conviction, the driver remained a fit and proper person to be licensed.

Mr Cobain reported that the driver had admitted to the instance of overcharging but claimed that a fee had been agreed with the passengers that the driver thought would actually save them money given the amount of roadworks they might encounter during the course of the journey and the busy time of day they had chosen to travel. SRB also claimed that the four additional accusations of overcharging had been submitted by a fellow driver who held a personal grudge against him.

The Sub-Committee discussed the case and reasoned that the driver had been licensed without incident for a number of years. However, Members expressed concern that the driver had not used the taxi meter at the time of the incident and it was agreed that despite the relatively low amount overcharged in this instance, it represented an act of deception in accordance with the guidelines contained within section 13.1 of the Local Authority's 2016 Taxi Licensing Policy.

Resolved:

That the Hackney Carriage Driver's Licence be revoked on the grounds that the driver was no longer a fit and proper person to hold such a licence and given the nature of the offence, that the revocation be with immediate effect.

(iii) MMH- New Private Hire Driver Applicant

MMH was not in attendance and did not make any representations to the Sub-Committee. However, the driver had previously indicated to Mrs Davies that he was satisfied the case should be heard in his absence.

Mr Ratcliffe and Mr Luke Andrews, Licensing Officer, who was also in attendance, presented the case on behalf of the Authority.

**MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 AUGUST
2016**

The Sub-Committee was informed of two separate incidents in which, the driver had been in breach of examination protocol during administration of the knowledge test. Mr Andrews advised Members that during the course of the test, MMH and another driver MAC, had been repeatedly warned about talking and had eventually been asked to leave and subsequently had their papers marked void.

The Sub-Committee expressed concern at the driver's apparent lack of discipline and inability to adhere to test conditions by repeatedly talking to another applicant.

Members agreed that whatever the reasons for the driver's decision to violate examination procedures, the test administration had been compromised as a result.

Resolved:

That the application for a Private Hire Vehicle Driver's Licence be refused on the grounds that the applicant was not a fit and proper person due to his conduct falling well below the standards expected of a licensed driver.

(iv) MAC - New Private Hire Driver Applicant

MAC was in attendance and made representations to the Sub-Committee.

Mr Ratcliffe and Mr Andrews presented the case on behalf of the Authority.

The Sub-Committee was informed of two separate incidents in which, the driver had been in breach of examination protocol during administration of the knowledge test. Mr Andrews advised Members that during the course of the test, MAC and another driver MMH, had been repeatedly warned about talking and had eventually been asked to leave and subsequently had their papers marked void.

MAC claimed that he did not know the other driver well and that the only reason he had talked during the knowledge tests was to advise the other driver of the rules and tell him to stop talking. Members were not satisfied that this had been the case and reasoned that the driver could have taken reasonable steps to avoid being drawn into conversation with the other applicant.

The Sub-Committee agreed that perhaps it had been the other applicant who had initiated a conversation which violated test conditions. However, Members expressed concern at the applicant's apparent lack of discipline in failing to adhere to test conditions by repeatedly talking to the other applicant.

Members agreed that whatever the reasons for the driver's decision to violate examination procedures, the test administration had been compromised as a result.

Resolved:

That the application for a Private Hire Vehicle Driver's Licence be refused on the grounds that the applicant was not a fit and proper person due to his conduct falling well below the standards expected of a licensed driver.

(v) AE - New Hackney Carriage and Private Hire Driver Applicant

**MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 AUGUST
2016**

AE was in attendance and made representations to the Sub-Committee.

Mr Ratcliffe presented the case on behalf of the Authority.

The Sub-Committee was informed that the applicant had failed the driving standards test administered by the Council's approved instructor. All prospective taxi drivers were required to pass the test and in this case, the applicant had received three major faults related to poor judgement whilst driving.

AE claimed that she was a careful driver and would not knowingly endanger the public with her driving.

When Members questioned the applicant on aspects of the Highway Code, the answers provided were not regarded as satisfactory. The Sub-Committee therefore reasoned that the applicant had demonstrated a combination of poor judgement, inexperience whilst driving and a number of basic errors that meant she had failed to meet the required standards expected of a licensed driver.

Resolved:

That the application for a Hackney Carriage and Private Hire Vehicle Driver's Licence be refused on the grounds that the applicant was not a fit and proper person due to the standard of her driving being far below that expected of a licensed driver.

5 DATE OF NEXT MEETING

Members noted that the date of the next meeting was scheduled for Tuesday 6 September 2016.

Chairman

(The meeting ended at 7.37 pm)

Any queries regarding these minutes, please contact:
Chris Williams, Democratic Services Advisor
Tel: (01253) 477153
E-mail: chris.williams@blackpool.gov.uk

Report to:	PUBLIC PROTECTION SUB-COMMITTEE
Relevant Officer:	Sharon Davies, Head of Licensing Service
Date of Meeting	6 September 2016

ANIMAL BOARDING ESTABLISHMENT LICENCE CONDITIONS

1.0 Purpose of the report:

- 1.1 To consider the standard conditions attached to Animal Boarding Establishment Licences.

2.0 Recommendation(s):

- 2.1 To approve the amended standard conditions for Dog Boarding Establishments at Appendix 3(b).
- 2.2 To approve the amended standard conditions for Cat Boarding Establishments at Appendix 3(c).

3.0 Reasons for recommendation(s):

- 3.1 Licence conditions require updating to take into account the developments in the understanding of animal welfare and the introduction of the Animal Welfare Act 2006.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

The Sub-Committee could leave the existing conditions unaltered but this would mean that the conditions do not reflect best practice.

4.0 Council Priority:

- 4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool"

5.0 Background Information

5.1 Animal boarding establishments are licensed under the Animal Boarding Establishment Act 1963. Anyone wishing to keep a boarding establishment must be licensed by the Council and abide by the conditions of the licence.

5.2 Currently Blackpool Council has three sets of conditions for boarding establishments – dog boarding, dog/cat boarding and domestic boarding. These conditions can be found in Appendix 3(a).

5.3 In May 2016 the Chartered Institute for Environmental Health (CIEH) published Model Licence Conditions and Guidance for Dog Boarding Establishments 2016. In June 2016 the CIEH published a revised version of its Model Conditions and Guidance for Cat Boarding Establishments 2013. All licensed establishments have been provided with copies of these documents.

5.4 Officers have prepared proposed sets of licence conditions for both dog and cat boarding establishments which mirror the new Chartered Institute for Environmental Health (CIEH) model conditions. These conditions can be found at Appendix 2.

5.5 If approved the proposed conditions will be endorsed on any new licence granted and on existing licences when they are renewed at the end of the year.

5.6 Does the information submitted include any exempt information? No

5.7 List of Appendices:

- Appendix 3 (a) – existing licence conditions
- Appendix 3 (b) – proposed dog boarding conditions
- Appendix 3 (c) – proposed cat boarding conditions

6.0 Legal considerations:

6.1 None

7.0 Human Resources considerations:

7.1 None

8.0 Equalities considerations:

8.1 None

9.0 Financial considerations:

9.1 None

10.0 Risk management considerations:

10.1 None

11.0 Ethical considerations:

11.1 None

12.0 Internal/ External Consultation undertaken:

12.1 None

13.0 Background papers:

13.1 CIEH model licence conditions and guidance for dog boarding establishments - http://www.cieh.org/CIEH-Model_Licence-Conditions-Guidance-Dog-Breeding-Establishments.html

CIEH model licence conditions and guidance for cat boarding establishments - <http://www.cieh.org/policy/model-licence-conditions-and-guidance-for-cat-boarding-establishments.html>

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LICENCE CONDITIONS FOR DOG BOARDING ESTABLISHMENTS

1.1	Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs. Use of the term "kennel" refers to combined sleeping <u>and</u> individual exercise areas.
2.	LICENCE DISPLAY
2.1	A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.
3.	CONSTRUCTION
3.1	General
3.1.1	The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
3.1.2	Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors in the dog kennelling area. There must be no projections liable to cause injury.
3.1.3	Fencing material must be secure and safe.
3.1.4	Sleeping areas of kennels must be so insulated as to prevent extremes of temperatures.
3.1.5	The construction must be such that the security of the dog is ensured.
3.1.6	All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products that are not toxic to dogs may be used.
3.1.7	All internal surfaces used in the construction of walls, floor partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
3.2	Walls and Partitions
3.2.1	Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
3.2.2	Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
3.2.3	Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft)
3.2.4	In new construction, the lower 765mm (27") of dividing partitions between exercise runs must be of solid construction
3.3	Floors
3.3.1	Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials; capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
3.3.2	All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
3.3.3	In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
3.3.4	Communal exercise areas must be suitable drained but need not comply with condition 3.3.1

3.4	Ceilings
3.4.1	Ceilings must be capable of being easily cleansed and disinfected.
3.5	Doors
3.5.1	Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
3.5.2	Where metal bars and frames are used, they must be of suitable gauge (approximately 10 – 14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
3.5.3	Door openings must be constructed such that the passage of water / waste is not impeded or allowed to gather due to inaccessibility.
3.6	Windows
3.6.1	All windows, which pose a surety risk, must be escape proof at all times.
3.7	Drainage
3.7.1	The establishment must be connected to mains foul drainage or an approved, localised sewage disposal system. The drains serving the establishment must be capable of operating efficiently at all times.
3.8	Lighting
3.8.1	During daylight hours natural light must be provided to exercise and sleeping areas so that all parts are clearly visible.
3.8.2	Adequate supplementary lighting must be provided throughout the establishment
3.9	Ventilation
3.9.1	Ventilation must be provided to all interior areas without the creation of excessive draughts in the kennels.
3.10	Maintenance
3.10.1	Maintenance and repair of the whole establishment must be carried out regularly.
4.	<u>NUMBER OF ANIMALS</u>
4.1	Number of Dogs Permitted
4.1.1	The maximum number of dogs to be kept at any one time shall be determined by the local authority and will be stipulated on the licence.
4.1.2	Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.
4.1.3	Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels if provided, must comply with conditions required for main kennels and must be a minimum of 2.3 sq m (25 sq ft). Holding kennels must not be used as normal boarding kennels.
4.1.4	No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.
4.1.5	Where stray dogs are accepted by the kennels they must be kept either in a separate building from the boarded dogs or in the same building but isolated by a solid wall.
4.2	Kennel Size Layout and Exercise Facilities
4.2.1	New Kennels
4.2.1a	Each kennel must have a sleeping area of at least 1.9 sq m (20 sq ft), which can be isolated from the exercise area by a door or hatch.

4.2.1b	Each kennel must be provided with an exercise area of at least 36sq ft, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
4.2.2	Existing Kennels
4.2.2	Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
4.2.2a	Each kennel must have a sleeping area of a least 1.9 sq m (20 sq ft).
4.2.2b	Each kennel must have either an exercise area of a least 36 sq ft, which is separate from the bedding area and exclusive to than kennel, for free use by the dog at all times except at night or a large outside run of similar minimum
4.2.3	For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26sq ft) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
4.2.4	Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning
4.2.5	Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
4.2.6	Exercise areas must not be used as bedding areas.
5	<u>MANAGEMENT</u>
5.1	A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.
5.2	Temperature in Kennels
5.2.1	Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
5.2.2	There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).
5.2.3	In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.
5.3	Cleanliness
5.3.1	All kennels, corridors, common areas, kitchens etc., must be kept clean and free from accumulations of dirt and dust and must be kept in such a means to be conducive to maintenance of disease control and dog comfort.
5.3.2	Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
5.3.3	All bedding areas must be kept clean and dry.
5.3.4	Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and beddings must also be thoroughly cleansed and disinfected at that time.
5.3.5	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 disease. The final disposal route for all such waste must be incineration.
5.3.6	Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

5.4	Food and Water Supplies
5.4.1	All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
5.4.2	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.
5.4.3	Eating vessels must be cleansed after each meal.
5.4.4	Drinking vessels must be cleansed at least once a day.
5.5	Kitchen Facilities
5.5.1	Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
5.5.2	Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
5.5.3	A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.
5.5.4	Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
5.6	Disease Control and Vaccination
5.6.1	Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
5.6.2	Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (<i>L. canicola</i> and <i>L. icterohaemorrhagiae</i>) 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's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
5.6.3	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.
5.6.4	A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
5.6.5	A suitable range of muzzles of varying sizes must be kept on site
5.7	Isolation
5.7.1	Isolation facilities must be provided
5.7.2	Isolation Facilities
5.7.2a	New Kennels. Isolation facilities at the rate of 1 unit per 50 boarding kennels shall be provided. This facility shall be placed at least 10m from boarding kennels. Construction shall be in compliance with boarding requirements.
5.7.2b	Existing Kennels. Isolation facilities must be in compliance with other appropriate boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5 m.
5.7.3	Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
5.7.4	Hands must be washed after leaving the isolation facilities before visiting the other kennels.

5.8	Register
5.8.1	A register must be kept of all dogs boarding. The information kept must include the following: - <ul style="list-style-type: none"> - Date of arrival - Name of dog, any identification system such as microchip number or tattoo - Description, breed, age and gender of dog - Name, address and telephone number of contact person whilst boarded - Name and address and telephone number of dog's veterinary surgeon - Anticipated and actual date of departure health, welfare and nutrition requirements
5.8.2	The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.
5.8.3	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.
5.9	Identification Of Kennels
5.9.1	Each kennel must be clearly marked (e.g. numbered), and a system in place, which ensures that relevant information about the dog in that kennel is readily available.
5.10	Supervision
5.10.1	A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
5.10.2	Dogs must be visited at regular intervals and necessary for their health, safety and welfare.
5.11	Fire Precautions
5.11.1	Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
5.11.2	A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.
5.11.3	Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer
5.11.4	All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
5.11.5	Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
5.11.6	Precautions must be taken to prevent any accumulation which may present a risk of fire.
5.11.7	There must be adequate means of raising an alarm in the event of a fire or other emergency.
	<u>INSURANCE</u>
	Adequate Insurance indemnity must be arranged by the licensee to cover the maximum number of dogs boarded.
	<u>INSPECTIONS</u>
	The licensee shall permit any authorised officer of the Blackpool Borough Council to inspect the premises at all reasonable times. A veterinary surgeon, RSPCA official or any other appropriate person for the purpose of the inspection may accompany the authorised officer.

LICENCE CONDITIONS FOR DOG/CAT BOARDING ESTABLISHMENTS

1.1	Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs. Use of the term "kennel / unit " refers to combined sleeping <u>and</u> individual exercise areas.
2.	<u>LICENCE DISPLAY</u>
2.1	A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.
3.	<u>CONSTRUCTION</u>
3.1	General
3.1.1	The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
3.1.2	Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors in the dog kennelling area. There must be no projections liable to cause injury. All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80 (see 3.3.2)
3.1.3	Fencing material must be secure and safe.
3.1.4	Sleeping areas of kennels/units must be so insulated as to prevent extremes of temperatures.
3.1.5	The construction must be such that the security of the dog/cat is ensured.
3.1.6	All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products that are not toxic to dogs/cats may be used.
3.1.7	All internal surfaces used in the construction of walls, floor partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
3.2	Walls and Partitions
3.2.1	Walls which dogs/cats may come into contact with must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
3.2.2	Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
3.2.3	Partition walls between kennels/units must be of solid construction to a minimum height of 1.2m (4ft)
3.2.4	In new construction, the lower 765mm (27") of dividing partitions between exercise runs must be of solid construction
3.2.5	In the case of cats full-length sneeze barriers must be provided where the gap between units is less than 635mm (2 ft).
3.3	Floors
3.3.1	Floors of all buildings, individual exercise areas and kennels/units, must be of smooth, impervious materials; capable of being easily cleansed and in new kennels/units must incorporate a damp proof membrane.
3.3.2	All floors of kennels/units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

3.3.3	In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
3.3.4	Communal exercise areas must be suitable drained but need not comply with condition 3.3.1
3.4	Ceilings
3.4.1	Ceilings must be capable of being easily cleansed and disinfected.
3.4.2	All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.
3.5	Doors
3.5.1	Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
3.5.2	Where metal bars and frames are used, they must be of suitable gauge (approximately 10 – 14) with spacing adequate to prevent dogs/cats escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog/cat.
3.5.3	Door openings must be constructed such that the passage of water / waste is not impeded or allowed to gather due to inaccessibility. Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.
3.6	Windows
3.6.1	All windows, which pose a surety risk, must be escape proof at all times.
3.7	Drainage
3.7.1	The establishment must be connected to mains foul drainage or an approved, localised sewage disposal system. The drains serving the establishment must be capable of operating efficiently at all times.
3.8	Lighting
3.8.1	During daylight hours natural light must be provided to exercise and sleeping areas so that all parts are clearly visible.
3.8.2	Adequate supplementary lighting must be provided throughout the establishment
3.9	Ventilation
3.9.1	Ventilation must be provided to all interior areas without the creation of excessive draughts in the sleeping area.
3.10	Maintenance
3.10.1	Maintenance and repair of the whole establishment must be carried out regularly.
4.	<u>NUMBER OF ANIMALS</u>
4.1	Number of Dogs/Cats Permitted
4.1.1	The maximum number of dogs/cats to be kept at any one time shall be determined by the local authority and will be stipulated on the licence.
4.1.2	Each dog/cat must be provided with a separate kennel/unit except that dogs/cats from the same household may share a kennel/unit of adequate size with the written consent of the animals owner.
4.1.3	Holding kennels/unit may be provided for temporarily kennelling a dog/cat for not more than 24 hours. Holding kennels/units if provided, must comply with conditions required for main kennels/units and must be a minimum of 2.3 sq m (25 sq ft) for dogs and 9sq ft for cats. Holding kennels/units must not be used as normal boarding kennels.

4.1.4	No animals other than dogs/cats are to be boarded within the licensed facilities without the written approval of the local authority.
4.1.5	Where stray dogs/cats are accepted by the kennels they must be kept either in a separate building from the boarded dogs/cats or in the same building but isolated by a solid wall.
4.2	Kennel/Unit Size Layout and Exercise Facilities
4.2.1	New Kennels/Units
4.2.1a	New constructions must have a sleeping area and exercise area which is exclusive to that unit. The sleeping area for dogs must be at least 1.9 sq m (20 sq ft), which can be isolated from the exercise area by a door or hatch. For cats: the sleeping area should be 0.85 sq m (9sq ft) for one cat, 1.5sq m (16sq ft) for two cats 1.85sq m (20sq ft) for up to 4 cats. (Units may be designated as suitable for a specified number of cats, greater than 4, at the discretion of the licensing authority.
4.2.1b	Each kennel/unit must be provided with an exercise area of at least 36sq ft for a dog and 1.7 sq m (18sq ft) and for one cat; 2.23sqm (24 sq ft) for two cats; 30 sq ft for up to 4 cats, which is separate from the bedding area and exclusive to that kennel/unit, for free use by the dog/cat at all times except at night.
4.2.2	Existing Boarding Establishments
4.2.2	Suitable bedding equipment must be provided which allows the dog/cat to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
4.2.3	Each kennel/unit must have either an exercise area of a least 36 sq ft, which is separate from the bedding area and exclusive to than kennel/unit, for free use by the animal at all times except at night or a large outside run of similar minimum
4.2.4	All Units/Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning
4.2.5	Kennels/Units and exercise areas must open onto secure corridors or other secure areas so that dogs/cats are not able to escape from the premises.
4.2.6	Exercise areas must not be used as bedding areas.
5	<u>MANAGEMENT</u>
5.1	A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.
5.2	Temperature in Kennels/Units
5.2.1	Heating facilities must be available in the kennel/unit and used according to the requirements of the individual dog/cat.
5.2.2	There must be some part of the dog's/cats sleeping area where the dog/cat is able to enjoy a temperature of at least 10°C (50°F).
5.2.3	In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog/cat and dependent on veterinary advice.
5.3	Cleanliness
5.3.1	All kennels/units, corridors, common areas, kitchens etc., must be kept clean and free from accumulations of dirt and dust and must be kept in such a means to be conducive to maintenance of disease control and dog comfort.

5.3.2	Each occupied kennel/unit must be cleansed daily. All excreta and soiled material must be removed from all areas at least daily and more often if necessary. For cats suitable sited litter trays which are easy to clean and are impermeable must be provided at all times. These must be emptied and cleansed at least one a day or more if necessary. A suitable material for litter must be provided.
5.3.3	All bedding areas must be kept clean and dry.
5.3.4	Each kennel/unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and beddings must also be thoroughly cleansed and disinfected at that time.
5.3.5	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/cats with infectious disease. The final disposal route for all such waste must be incineration.
5.3.6	Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.
5.4	Food and Water Supplies
5.4.1	All dogs/cats must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
5.4.2	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.
5.4.3	Eating vessels must be cleansed after each meal.
5.4.4	Drinking vessels must be cleansed at least once a day.
5.5	Kitchen Facilities
5.5.1	Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs/cats.
5.5.2	Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
5.5.3	A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.
5.5.4	Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
5.6	Disease Control and Vaccination
5.6.1	Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs/cats, staff and visitors.
5.6.2	Proof must be provided that dogs/cats boarded or resident have current vaccinations against: For Dogs; Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (L.canicola and L. icterohaemorrhagiae) and Canine Parvovirus and other relevant diseases, For Cats. Canine Distemper, Infectious feline enteritis, feline respiratory disease The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog/cat is boarded.
5.6.3	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.
5.6.4	A well-stocked first-aid kit suitable for use on dogs/cats must be available and accessible on site.

5.6.5	A suitable range of muzzles of varying sizes must be kept on site
5.7	Isolation
5.7.1	Isolation facilities must be provided
5.7.2	In existing facilities isolation facilities must be in compliance with other boarding requirements but must be separate and physically isolated from the main unit.
5.7.2a	New Kennels/Units. Isolation facilities at the rate of 1 unit per 50 boarding kennels shall be provided. This facility shall be placed at least 10m from boarding kennels. Construction shall be in compliance with boarding requirements.
5.7.3	Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
5.7.4	Hands must be washed after leaving the isolation facilities before visiting the other kennels.
5.8	Register
5.8.1	A register must be kept of all dogs/cats boarding. The information kept must include the following: - Date of arrival Name of dog/cat any identification system such as microchip number or tattoo Description, breed, age and gender of dog/cat Name, address and telephone number of contact person whilst boarded Name and address and telephone number of dog's veterinary surgeon Anticipated and actual date of departure health, welfare and nutrition requirements
5.8.2	The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.
5.8.3	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.
5.9	Identification Of Kennels
5.9.1	Each kennel must be clearly marked (e.g. numbered), and a system in place, which ensures that relevant information about the dog in that kennel is readily available.
5.10	Supervision
5.10.1	A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs/cats are boarded at the premises.
5.10.2	Dogs/cats must be visited at regular intervals and necessary for their health, safety and welfare.
5.11	Fire Precautions
5.11.1	Appropriate steps must be taken for the protection of the dogs/cats in case of fire or other emergencies.
5.11.2	A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs/cats are to be evacuated to in the event of a fire or other emergency.
5.11.3	Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer
5.11.4	All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
5.11.5	Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
5.11.6	Precautions must be taken to prevent any accumulation which may present a risk of fire.
5.11.7	There must be adequate means of raising an alarm in the event of a fire or other emergency.

	<u>INSURANCE</u>
	Adequate Insurance indemnity must be arranged by the licensee to cover the maximum number of dogs boarded.
	<u>INSPECTIONS</u>
	The licensee shall permit any authorised officer of the Blackpool Borough Council to inspect the premises at all reasonable times. A veterinary surgeon, RSPCA official or any other appropriate person for the purpose of the inspection may accompany the authorised officer.

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Appendix 3(b) Proposed licence conditions dog boarding establishments

Section A – Environment

	Kennel Construction and Principles of Design
1.1	For disease control there must be no possibility of dogs within the kennel establishment (other than those from the same household), or other animals outside the kennels coming into direct contact with each other.
1.2	New builds and extensions must comply with the recommendations for new builds contained in Annexe E Model Licence Conditions and Guidance for Dog Boarding Establishments 2016.
	Physical Construction and Integrity
2.1	The kennels must be structurally sound, and maintenance and repair of the whole establishment must be carried out regularly
2.2	The kennels must be constructed of materials that are robust, safe and durable, and be well maintained and in good order and repair
2.3	Materials and paints/substances used in construction or maintenance must not expose dogs to any harmful chemicals
2.4	The kennels must be built in compliance with good building practice, on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to
2.5	There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a dog
2.6	Windows must be escape proof at all times
2.7	Doors must have secure latches or other closing devices
2.8	All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape and dig proof structure
2.9	Timber, if used in existing building 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. It is recommended that wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.
2.10	All exterior wood must be properly treated and of good quality
2.11	Any storage area must be dry and free from vermin
2.12	Fixed electrical installations and all portable electrical appliances must be installed and maintained in accordance with current legislation.
	Drainage
2.13	The establishment must be connected to mains drainage or an approved localised sewage disposal system.
2.14	Waste water must not run of into adjacent pens
2.15	Adequate drainage must prevent the pooling of liquids. A minimum gradient of 1:80 is advised to allow water to run off
2.16	Any drain covers in areas where dogs have access must be designed and located to prevent toes/claws from being caught.
2.17	Drainage channels must be provided so that urine is not allowed to pass over walk areas in corridors and communal access areas. There must be no access to the drainage channels by

	the dogs housed in the dog units.
	Secure area
2.18	There must be an escape-proof area beyond the kennel unit to ensure that dogs are unable to escape from the premises.
2.19	For kennels where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2m wide. There must be facility for a dog to be able to hide to avoid visual contact with other dogs. Compliance can be achieved in various ways such as the use of indoor kennels or partitions.
2.20	There must be a securable door from which the secure area of the kennels can be viewed from the outside and this must be kept closed when not in use.
2.21	The door from the dog unit to the secure area must be escape-proof, securable, strong enough to resist impact and scratching, and to prevent injury. It must not be propped open.
2.22	The floor must be finished to produce a smooth, non-slip, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles of paving slabs are not acceptable.
2.23	External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
2.24	Sufficient lighting must be provided in the secure area to illuminate it all year round. Where practicable this should be natural light during the day.
2.25	The secure area must not be used as an exercise area.
	Roofing
2.26	There must be a safe, secure, waterproof roof which should cover all of the sleeping accommodation and at least 50% of the attached individual run. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.
	Dog Units
3.1	Dogs from different households must not share dog units
3.2	There must be sufficient light in the kennel unit during the day to work and observe the dogs. Where practicable this must be natural light, but artificial light must be available.
3.3	Lights must be turned off to provide a period of darkness overnight.
3.4	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.
3.5	All interior surfaces to which dogs have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.
3.6	Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.
3.7	Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard or replaced.
3.8	Ceilings must be capable of being easily cleaned and disinfected.
3.9	Junctions between sections must be covered or sealed.
3.10	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) In new constructions, floors must be laid to a minimum fall of 1 in 80, leading to a shallow drainage channel, or effectively covered deep drainage channel
3.11	Each unit must be designed to allow staff to access and clean all parts of the dog unit safely.
3.12	Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog in that unit is readily available e.g. feeding or information on medicinal treatments.
3.13	Each unit must have a securable, full height door for access.
3.14	Kennel doors must be strong enough to resist impact, scratching and chewing. They must

	be fitted to ensure they can be effectively secured.
3.15	Where metal bar and/or mesh and/or frames are used, they must be of suitable gauge (approximately British Standard 14 gauge) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
3.16	Gaps or apertures must be small enough to prevent a dog's head passing through, or entrapment of any limbs or body parts. To protect against this any such gaps must prevent the passage of a 50mm sphere, or smaller if appropriate. Galvanised Weld Mesh must be a minimum of 2mm (British Standard 14 gauge) in thickness.
3.17	Large apertures in order to unlock a door must be avoided
3.18	Door openings must be constructed such that the passage of waste/water is not impeded, or allowed to gather due to inaccessibility.
3.19	Doors must open inwards in order to protect the health and safety of attending staff.
	Sleeping Accommodation
4.1	A dog must be able to sit and stand at full height, stretch and wag its tail without touching the side. The floor area must be a minimum of twice that required for a dog to lay out flat i.e. at least twice the area taken up by the dog and also be a minimum of 1.9sqm/20sq feet. For two or more dogs sharing, the total area must be at least the sum of that required for each dog.
4.2	Kennels must have a minimum head room height of 1.8m (6 ft.) to facilitate adequate space for kennel staff to clean and handle the dogs.
4.3	Partition walls between the sleeping accommodation of adjacent dog units must be of solid construction to a height sufficient to prevent direct nose to nose contact.
3.4	There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the dog sleeping accommodation.
4.5	Insulation and temperature regulation in the kennels must aim to keep the ambient temperature in the dog sleeping accommodation above an absolute minimum of 10°C and below a maximum of 26°C.
4.6	There must be a documented policy in place for dealing with extremes of temperature and weather conditions (both hot and cold). There must be documented evidence that this is being implemented i.e. any deviations from the temperature cited in 3.5.
4.7	Dogs must be monitored to check if they are too hot or too cold. If an individual dog is showing signs of heat or cold intolerance then steps must be taken to ensure the welfare of the dog.
4.8	The dog must be able to remove itself from a direct source of heat e.g. lamp.
4.9	Heaters must not be sited in a manner or location where they present a risk of burning or electrocution for dogs or humans, or a risk of fire. Open flame appliances must not be used. All heating equipment must be installed and maintained in a safe condition.
4.10	Any electrical sockets in the sleeping accommodation must be waterproof and protected against damage e.g. out of reach or the use of safety cages.
4.11	There must be a clean resting place to provide comfort and warmth which is situated out of draughts. A raised bed may aid in the avoidance of draughts.
4.12	A dog must not be left without bedding, unless instructed otherwise by the dog's owner. Soft bedding materials must be provided and adapted if necessary for old, young or infirm dogs to help regulate their body temperature. If a dog chews or destroys its bedding, it must be replaced with an alternative.
3.13	Bedding must be made of a material that is easy to wash/disinfect, or is disposable.
4.14	Bedding must be changed between dogs. Dog units and bedding must be cleaned and disinfected on being vacated.

	Designated run (in addition to and not including sleeping accommodation)
5.1	Any part of the run to which the dog has access must be easily cleanable and maintained in good repair. Any replacement wood must be clad with a smooth impervious material.
5.2	The floor must be finished to produce a smooth, imperious, slip-resistant surface and all surfaces must be capable of being easily cleaned and disinfected. There must not be any open gaps if using concrete slabs or tiling.
5.3	Where dogs have access to mesh, the diameter of the wire must not be less than 2.0mm (BS 14 gauge welded mesh). Mesh size must not exceed 50, in any direction.
5.4	The run must not be used as the primary sleeping/bedding area.
5.5	The attached run must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The roofing material must be translucent material capable of filtering UV light and providing shade.
5.6	The solid partition between individual attached runs must be sufficiently high to prevent direct nose to nose contact.
5.7	Where a dog poses a health and welfare risk to other dogs, he or she should be kept in a dog unit with full height solid partition walls (these can be temporary).
	Outdoor exercise and exercise areas (separate from dog units)
6.1	Dogs must be monitored whilst in outdoor exercise areas.
6.2	Exercise areas must not be used by more than one dog at any time unless they are from the same household or prior written consent has been obtained from the owners, in accordance with the documented Standard Operating Procedure (SOP). The owner must stipulate what mixing is to take place i.e. whether it is mixing with dogs selected by the proprietor or with named dogs only.
6.3	Exercise areas must be cleared of all potential hazards between dogs. Faeces must be picked up between dogs/occupancy and at least daily to prevent the roundworm <i>Toxocara canis</i> and other parasites from being established.
6.4	Dogs must not be restricted to such an area when climatic conditions may cause them distress. They must have constant access to fresh, clean water and shade and shelter so that they can seek protection from the weather.
6.5	Informed written consent from owners must be obtained to enable a dog to be walked outside the kennel facility.
6.6	An outdoor exercise area must be safe. For example dogs should not be exercised on grass which has been treated with a chemical dangerous to dogs. Where artificial turf is used, it must be maintained in good repair to avoid ingestion hazards.
6.7	Exercise areas for common use, if used, must be suitably drained. Surface ponding of water must not occur and land drainage should be provided where necessary if normal site drainage proves inadequate.
6.8	Equipment such as tunnels, platforms and toys must be safe and maintained in a safe and clean condition.
	Fire and other emergencies
7.1	A fire safety risk assessment and implementation of all necessary control measures must be in place.
7.2	There must be a written emergency plan (acceptable to the local authority) which must be on display and known to staff, including a contingency plan should the premises be uninhabitable. This must include an evacuation plan for the dogs. An emergency telephone list must include fire, police and vets.
7.3	Firefighting equipment must be provided and maintained in good working order. Records of maintenance and inspection must be kept and made available for inspection.
7.4	Fire exits must be clearly marked and access left unrestricted.
7.5	The premises must comply with current legislation with regards to electricity, gas and other

	services (if connected).
7.6	There must be a residual current circuit breaker system installed on the electrical supply to each block of kennels.
7.7	There must be an adequate means of raising an alarm in the event of fire or other emergency.

Section B – Diet

	Drinking
1.1	Fresh water suitable for human consumption must be available at all times. Clean water must be provided daily in a clean container and changed or refreshed as often as necessary.
1.2	Water bowls must be non-porous and easy to clean/disinfect or disposable. They must be cleaned at least once daily.
	Eating
2.1	There must be exclusive facilities (animal kitchens), hygienically constructed and maintained, for the storage and preparation of food for the dogs.
2.2	Refrigeration facilities must be provided.
2.3	A sink with an adequate supply of hot and cold water (suitable for human consumption) must be provided for the washing of food equipment and eating and drinking vessels. The sink must be connected to a suitable drainage system.
2.4	A separate hand wash basin with an adequate supply of hot and cold water, soap and hygienic hand drying facilities, and connected to a suitable drainage system must be provided for staff to wash their hands.
2.5	Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof.
2.6	Dogs must be fed a balanced diet of a quantity and frequency suitable for their age, health status, reproductive status and lifestyle. This should be at least once a day. The type of food, specific diet or prescription diet is usually by agreement with the owner
2.7	Food must be unspoilt, palatable, and free from contamination
2.8	Food must not be left for excessive periods to prevent it being spoiled and attracting flies. Unconsumed wet or fresh food must be removed from the dog unit before it deteriorates and before the next feed time. Dry food can be fed as indicated by the manufacturer.
2.9	One feeding bowl must be provided per dog.
2.10	Food bowls must be non-porous and easy to clean and disinfect or disposable.
2.11	Food intake must be monitored daily and any problems recorded.
2.12	Dogs must not remain inappetent (not eating) for longer than 24 hours without seeking veterinary advice. If there are specific concerns veterinary advice must be sought earlier.
2.13	Dietary requirements, agreed with the owner, must be followed. If there are concerns about an individual dog's diet, veterinary advice must be sought.
2.14	Dogs displaying significant weight loss/gain during their stay must be evaluated by a vet and treated as necessary.

Section C – Behaviour

	General points on dog behaviour
1.1	The behaviour of individual dogs must be monitored on a daily basis and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon. Those struggling to cope must be given extra consideration as per long stay dogs.
1.2	Any equipment used to walk dogs must protect the dog's welfare and must be correctly fitted and used. Items must be removed when the dog is returned to the kennel and kept in an easily accessible location. Items specific to a particular dog must be identified as such.
1.3	All dogs must receive toys and/feeding enrichment unless veterinary advice suggests otherwise. The kennel must obtain the owner's written consent and discuss the provision of toys with the owner. Toys must be checked daily to ensure they remain safe.
1.4	Dogs need to be exercised on a daily basis away from the kennel unit. This can be on a lead or off lead in a secure exercise area. Dogs which cannot be exercised must be provided with alternative forms of mental stimulation. This can include positive interaction with people and additional forms of toy and food enrichment.
	Noise
2.1	Procedures, management and the kennel construction must contribute towards avoiding exposure to excessive/continuous noise.
2.2	Dogs likely to be or showing signs of being nervous or stressed must be located in a suitable part of the kennels being in mind their individual disposition. This could include: <ul style="list-style-type: none"> • Elderly dogs • Nervous dogs • Dogs on some medication Where a dog is showing signs of being nervous or stressed, steps must be taken to address this
2.3	Dogs may be adversely affected by the sound of other barking dogs. This is particularly the case for puppies below the age of seven months, which can be susceptible to developing undesirable behaviour if stressed, frightened or anxious. Puppies under the 7 months of age must be located in the quietest part of the kennel establishment.
	Long stay dogs
3.1	A written Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long stay dogs.

Section D – Company

	Canine company and interactions
1.1	Only dogs from the same household may share a dog unit.
1.2	Dogs which share a dog unit must have sufficient space and adequate resources (see A3.1 and D3)
1.3	Dogs from different units must not share exercise runs or an exercise area at the same time unless prior consent is given. (See A5.2)
1.4	Where possible dogs must be able to avoid seeing other dogs if they choose to. This facility should be included in the design of any new builds.
1.5	Where a dog may pose a risk to other dogs he/she must be kept in a dog unit with solid partitions.
	Human company and interactions
2.1	All staff must have the competence to handle dogs correctly and be able to identify dogs that are anxious or fearful about contact. Dogs must be always handled humanely and appropriately to suit the requirements of the individual dog.

2.2	All dog-handling equipment must be suitably maintained.
2.3	A protocol must be in place for dealing with difficult dogs to include members of staff suitably trained in the use of dog handling equipment.
2.4	Dogs must receive daily beneficial human interactions appropriate to the individual dog.
	Multi-dog units
3.1	For any multi-dog unit (only appropriate for dogs in the same household) written authorisation must be obtained and dogs must be monitored. Consent from the owner must also include authority for separating dogs, should problems arise. Agreeing to the kennel's Terms and Conditions will satisfy this.
3.2	There must be multiples of all resources (food and water bowls and sleeping areas), equal or greater than the number of dogs in the unit, to ensure that some dogs cannot monopolise resources and prevent the others from accessing them. Dogs must be carefully monitored, especially at feeding time.
3.3	There must be sufficient space for multiple dogs in the dog unit. See A3.1
3.4	A separate bed must be provided for each dog.
	Handling dogs
4.1	All handling must be safe and minimise fear, stress, pain and distress and dogs must never be punished so that they are frightened or exhibit aversive behaviour.
4.2	All staff must have the competence to handle dogs correctly
4.3	Harsh, potentially painful or frightening equipment must not be used by kennel staff e.g. electric shock collars, spray collars, pinch/prong collars, choke/check chains. If such equipment is present when the dog arrives, these must be removed once the dog is in its kennel unit. Alternative handling equipment must be used throughout the kennel stay.
4.4	When removing individual dogs from dog units, staff must try to minimise disturbance to dogs in neighbouring dog units, e.g. staff must choose the exit that passes the fewest dogs.

Section E – Health and Welfare

	Keeping records
1.1	<p>A register must be kept of all dogs booked and available to key members of staff and to local authority inspectors if requested. Information must include:</p> <ul style="list-style-type: none"> • Date of arrival and departure • Name, age, sex, description of dog/breed and microchip number • Number of dogs sharing from the same household • Name, address, phone number and email of owner (including emergency contact details) • Name, address phone number and email of emergency local contact (who may be able to take the dog if necessary) • Dog's veterinary surgeon and details of dog's insurance • Neuter status • Dog's diet and relevant requirements • Dog's relevant medical/behavioural history, including treatment for parasites and restrictions on exercise • Dog's body condition score/weight • Consent forms e.g. veterinary treatment, consent to share or separate dogs if needed, consent regarding toys/interaction preferences, record of baskets left at the kennels • Record of date of most recent vaccination • Record of any international travel the dog has had

	<ul style="list-style-type: none"> Any medical treatment the dog is receiving must be recorded and made visible to prevent mis-dosing.
1.2	If records are kept electronically they must be backed up. All records are to be kept for a minimum of 24 months in a manner that allows an authorised officer easy access.
1.3	If a dog on the Index of Exempted Breeds is to be boarded the owners must produce a copy of the dog's licence and insurance certificate in order to admit the dog. The exemption certificate must be produced and be complied with throughout the dog's stay in kennels. Dogs must not participate in any communal activities. Inspectors have authority to demand paperwork relating to boarders. The paperwork must be produced on demand and be appropriate and correct.
1.4	Dog units must be numbered and referenced with records kept.
	Monitoring dogs
2.1	All dogs must be observed regularly throughout the day. Dogs must be checked daily for signs of illness, injury, stress, fear, anxiety and pain and/or abnormal behaviour for that dog 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.
2.2	The kennel proprietor or responsible person must visit the dogs at regular intervals (of no more than 4 hours apart during the working day e.g. starting at 08.00 am until 6.00 pm), or as necessary for the individual health and safety and welfare of each dog.
2.3	Presence or absence of faeces and urine must be monitored daily. Any abnormalities in excreta must be recorded or acted upon as appropriate.
	Disease control
3.1	Documented Standard Operating Procedures (SOP) must be in place and followed to prevent spread of disease and staff must be trained in these procedures.
3.2	Dogs must not share a dog unit with another dog unless it is from the same household.
3.3	Dogs must not be allowed to roam in the secure area (safety corridor)
3.4	All dog units, corridors, common areas, kitchens 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.
3.5	Generally, dogs must remain in their assigned unit and must not be moved to other units (rotation) or to a holding unit, except for moving to an isolation facility or in the interest of the dog's welfare.
3.6	Facilities must be provided for the proper reception, containment and disposal of all waste in compliance with relevant waste legislation. Particular care should be taken to segregate waste arising from the treatment and handling of dogs with infectious disease.
3.7	Isolation facilities must be available
3.8	When there is any cause for concern regarding the health status of a particular dog, the dog must be Isolated and the disease control SOP activated.
3.9	Any other activity undertaken by the proprietor, such as work with rescue dogs, stray dogs or the breeding of dogs must be kept completely separate and extra precautions taken to prevent the spread of disease including separate facilities away from boarded dogs.
	Cleaning regimes
4.1	Products must be suitable to use and effective against the pathogens, (especially canine parvovirus) for which the dogs are at risk and under the conditions present in the environment in which they are used.
4.2	Cleaning agents and disinfectants must be non-toxic to dogs if and when used appropriately.
4.3	The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.
4.4	Manufacturers' recommended guidelines for use, correct dilutions and contact time for use

	in cleaning and disinfection procedures must be followed. Standing water must not be allowed to accumulate in areas around the dog units due to the possibility of pathogens residing in these moist environments.
4.5	There must be cleaning and disinfection routines in place for day-to day management of the dogs and for ensuring a dog unit and all equipment is cleaned and disinfected effectively before a new dog comes in.
4.6	Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.
4.7	Drinking and feeding vessels must be changed/cleaned and disinfected at least once a day or disposed of.
4.8	Food and water dishes need to be cleaned and disinfected. This must not be at the same time, and preferably not in the same place, as other soiled items e.g. toys.
4.9	Grooming equipment must be kept clean and in a good state of repair and serviced according to the manufacturer's guidelines. If provided by the owner, it must only be used on that dog and must be sent home with the dog.
4.10	Any equipment that has been used on an infectious or suspected infectious animal must be cleaned and disinfected after use.
4.11	Toys must be cleaned and disinfected between use for different dogs, disposed of or returned to the dog's owner (if they came in with the dog)
4.12	Each kennel must be thoroughly cleaned, disinfected and dried between dogs. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
4.13	Kennels of long stay dogs will require periodical thorough cleansing, disinfection and drying.
	Vaccination, fleas, worms and other parasites
5.1	There must be a documented policy for dogs coming to the kennels having protection against appropriate diseases.(Occasionally there will be veterinary advice on a specific dog regarding vaccination and its health status and this should be taken into account).
5.2	An up-to-date veterinary vaccination record must be seen to ensure dogs boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus) and leptospirosis. The date of the most recent vaccination must be recorded preferably with a valid until date. Certification from a veterinary surgeon of a recent protective titre test may be accepted in individual cases as evidence of protection against adenovirus, distemper and parvovirus. This certificate must state that it is valid for the period of stay at the kennels. It is the decision of the kennel proprietor whether to accept such a certificate.
5.3	Primary vaccination courses must be completed at least 2 weeks before boarding.
5.4	Homeopathic vaccination is not acceptable as it will not protect against infectious diseases.
5.5	If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with an appropriate and licensed insecticide. Treatment must be discussed with a veterinary surgeon before administering. Consent from the owner will be required.
	Isolation arrangements
6.1	All establishments must provide appropriate isolation to allow for the care of sick dogs that develop signs of infectious diseases.
6.2	If the 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.
6.3	The isolation are must provide separate, self-contained facilities for the isolation of suspected infected dogs and must have a separate entrance to the rest of the dog units.
6.4	Protective clothing and footwear must be worn when handling dogs in the isolation facility,

	and sanitation protocols adhered to, to avoid the transmission of the disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.
6.5	Protective garments must be changed and laundered with an appropriate disinfectant or disposed of immediately after handling a dog with a suspected infectious disease.
6.6	Hands must be washed and disinfected between handling dogs.
6.7	Separate feeding and water bowls, bedding and cleaning utensils must be stored in the isolation unit ready for use. The use of different coloured cleaning utensils to the rest of the kennels may help with this.
6.8	Any dogs in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other dogs.
6.9	A documented Standard Operating Procedure (SOP) is required for barrier nursing.
6.10	Should a dog need to be removed from its unit it must wear a collar and tag.
6.11	In emergency cases, such as admission of unvaccinated dogs because of owner hospitalisation, there must be provision to be able to place these animals in isolation.
	Veterinary Treatment and Healthcare
7.1	If medication is necessary, it must only be used for the dog for which it is intended and written instructions for use must be followed.
7.2	A veterinary practice must be appointed for the establishment. The name and address and telephone contact number, including out of hours provision, of the veterinary surgeon used by the establishment must be displayed in a prominent place, close to the telephone and accessible to all members of staff.
7.3	Where dogs require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the dog clean and comfortable providing it is safe to do so.
7.4	When a dog is suspected of being ill or injured (staff should be trained to recognise when a dog requires veterinary care), a veterinary surgeon (and where possible this should be the dog's own vet) must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be recorded and strictly followed with further advice sought if there is an on-going concern.
7.5	Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon's instructions. Any unused medications must be returned to the owner or prescribing vet.
7.6	Procedures must be in place in case of death or escape and all staff must be made fully aware of these procedures. Arrangements for the storage of cadavers must be in place until the owner can be contacted e.g. Prior written agreement with the attending vet. Contact with the owner must be made as soon as possible.
	Holding kennels
8.1	Holding kennels may be provided for temporarily kennelling a dog for not more than 12 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area to allow the dog to exhibit normal traits i.e. dog must be able to sit and stand at full height, stretch, lie flat and wag its tail without touching the sides.
8.2	Dogs must be provided with a bed, food and water.
	Transportation of animals
9.1	Any relevant transport legislation must be complied with to protect welfare, prevent injury or unnecessary suffering.
9.2	Dogs must be comfortable and suitably restrained whilst in transit.
9.3	All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

9.4	Dogs must not be left unattended in vehicles.
9.5	External temperatures can pose a risk to a dog's welfare; therefore vehicles must have adequate ventilation and temperature control.

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Appendix 3(c) Proposed licence conditions cat boarding establishments

Section A – Environment

1	Physical Construction and Integrity
1.1	The cattery must be structurally sound.
1.2	The cattery must be constructed of materials that are robust, safe and durable, and be well maintained and in good decorative order and repair.
1.3	Materials used in construction or maintenance must not expose cats to any harmful chemicals
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
1.5	There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
1.6	Windows must be escape proof at all times
1.7	Doors must have secure latches or other closing devices
1.8	All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
1.9	Timber, if used must be of good quality, well maintained and any scratched areas sealed or over-clad.
1.10	Any storage area must be dry and free from vermin
1.11	Electrical equipment must be installed in line with current legislation and maintained in a safe condition.
	Drainage
1.12	Waste water must not run of into adjacent pens
1.13	Adequate drainage must prevent the pooling of liquids.
1.14	Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.
	Safety corridor/entrance lobby
1.15	There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
1.16	For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2m wide, or the doors of the units must be solid or have sneeze barriers.
1.17	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.
1.18	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.
1.19	The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles of paving slabs are not acceptable.
1.20	Outdoor safety corridors must be roofed
1.21	External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

1.22	Sufficient lighting must be provided in the secure area to illuminate it all year round. Where practicable this should be natural light during the day.			
1.23	The secure area must not be used as an exercise area.			
	Roofing			
1.24	There must be a safe, secure, waterproof roof which should cover all of the cat unit (sleeping accommodation and run) and safety corridor. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.			
2	Cat Units			
2.1	Cats from different households must not share cat units			
	Lighting			
2.2	There must be adequate lighting in the cat unit.			
	Ventilation and humidity			
2.3	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.			
	Interior Surfaces			
2.4	All interior surfaces to which dogs have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.			
2.5	Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.			
2.6	Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard or replaced.			
2.7	Ceilings must be capable of being easily cleaned and disinfected.			
2.8	Junctions between sections must be covered or sealed.			
2.9	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)			
	Accessing the cat unit			
2.10	Each unit must be designed to allow staff to access and clean all parts of the cat unit safely.			
2.11	Each unit must have a securable, full height door for access.			
2.12	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.			
	Litter trays			
2.13	Litter trays of a suitable size or type must be provided at all times			
2.14	Each unit must have space to allow for at least 60cm separation between the litter tray, resting place and feeding area. This allows cats to sit rest and eat away from the area where they urinate and defecate.			
2.15	Trays must be impermeable, easy to clean and disinfect, or be disposable.			
2.16	A safe and absorbent litter material must be provided.			
2.17	In a multiple cat unit the number of trays must be appropriate to the number of cats			
2.18	Trays must be regularly and appropriately cleaned.			
3	Sleeping accommodation			
3.1	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	0.5m ²	0.9m (e.g. 0.90m x 09.5 m)	1.8m

	Up to two cats	1.5m ²	1.2m (e.g. 1.20m x 1.25m)	1.8m
	Up to four cats	1.9m ²	1.2m (e.g. 1.20m x 1.60m)	1.8m
	Shelving or raised area for a full height walk-in unit.			
3.2	All resting areas/shelving must be large enough for each cat to lie on.			
3.3	Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.			
3.4	Shelving or raised areas must be made of impervious, easily cleanable materials.			
3.5	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
	One cat	0.85m ²	0.9m (e.g. 0.90m x 09.5 m)	1m
	Up to two cats	1.1m ²	0.9m (e.g. 0.9m x 1.20m)	1m
	Up to four cats	1.7m ²	0.9m (e.g. 0.9m x 1.90m)	1m
3.6	Facilities must be easily accessible and provide safe easy access (ramps/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats.			
	Temperature in sleeping accommodation			
3.7	There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.			
3.8	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.			
3.9	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.			
3.10	The cat must be able to remove itself from the source of heat.			
3.11	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.			
3.12	Open flame appliances must not be used.			
3.13	All heating equipment must be installed and maintained in a safe condition.			
3.14	Additional forms of heating can be in the form of heated beds, heated pads or similar but these must not be the main source of heat for cats. Use should be tailored to the needs of individual cats.			
3.15	Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.			
3.16	There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.			
	Bedding			
3.17	There must be a clean resting place to provide comfort and warmth which is situated out of			

	draughts.																
3.18	Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulated their body temperature.																
3.19	Bedding must be made of a material that is easy to wash/disinfect, or is disposable.																
	Access to run																
3.20	A cat must have access between the sleeping accommodation and run (e.g. a cat flap) so it can easily and safely access all parts of its unit.																
4	Exercise run (in addition to and not including sleeping accommodation)																
4.1	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.																
4.2	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.																
4.3	Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6mm (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 of uprights by cats scratching any woodwork.																
4.4	All exercise runs must be roofed to provide protection from the elements.																
4.5	Communal exercise areas must not be used.																
	Size of exercise run for full height walk-in unit and penthouse style unit																
4.6	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.																
	<table border="1"> <thead> <tr> <th></th> <th>Minimum area</th> <th>Smallest dimension must be a minimum of:</th> <th>Minimum height</th> </tr> </thead> <tbody> <tr> <td>One cat</td> <td>1.65m²</td> <td>0.9m (e.g. 0.9m x 1.85 m)</td> <td>1.8m</td> </tr> <tr> <td>Up to two cats</td> <td>2.2m²</td> <td>1.2m (e.g. 1.20m x 1.85m)</td> <td>1.8m</td> </tr> <tr> <td>Up to four cats</td> <td>2.8m²</td> <td>1.2m (e.g. 1.20m x 2.35m)</td> <td>1.8m</td> </tr> </tbody> </table>		Minimum area	Smallest dimension must be a minimum of:	Minimum height	One cat	1.65m ²	0.9m (e.g. 0.9m x 1.85 m)	1.8m	Up to two cats	2.2m ²	1.2m (e.g. 1.20m x 1.85m)	1.8m	Up to four cats	2.8m ²	1.2m (e.g. 1.20m x 2.35m)	1.8m
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Up to four cats	2.8m ²	1.2m (e.g. 1.20m x 2.35m)	1.8m														
	Sneeze barriers																
4.7	Full height, full width solid sneeze barriers must be installed between cat units. Alternatively, where the cattery is built with gaps between outdoor units rather than sneeze barriers, these must be a minimum of 0.6m wide.																
4.8	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.																
	Shelving or raised areas in exercise run																
4.9	Shelving must be made of impervious, easily cleanable materials.																
4.10	There must be a shelf or facility for providing a raised area in the exercise area.																
4.11	All resting areas/shelving must be large enough for each cat to lie on.																
4.12	Extra help (e.g. steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.																
5	Fire and other emergencies																
5.1	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.																
5.2	Premises and activities must be risk assessed (including fire). These risk assessments must																

	be recorded and relayed and understood by all staff.
5.3	Fire-fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible
5.4	Fire exits must be clearly marked and access left unrestricted
5.5	The premises must comply with current legislation with regards to electricity and gas (if connected)

Section B – Diet

1	Drinking
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.
1.2	Food and water must be kept separate (joint feeding and water bowls must not be used).
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.
1.4	Adequate water bowls must be provided for multi-cat units.
1.5	Water bowls must be non-porous and easy to clean/disinfect or disposable.
2	Eating
2.1	There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
2.2	Refrigeration facilities must be provided.
2.3	A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
2.4	Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof.
2.5	Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner
2.6	Food must be unspoilt, palatable, and free from contamination.
2.7	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.
2.8	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.
2.9	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.
2.10	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.
2.11	One feeding bowl must be provided per cat.
2.12	Food bowls must be non-porous and easy to clean and disinfect or disposable.
2.13	Food intake must be monitored daily and any problems recorded.
2.14	Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
2.15	Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section C – Behaviour

1	General points on cat behaviour
1.1	The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary
1.2	Cats must be able to access different levels within the unit
1.3	Cats must be given the opportunity for play and exercise.
	Hiding places
1.4	A hiding place must be provided for cats in the sleeping accommodation
	Play
1.5	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 at the end of the cat's stay.
	Scratching
1.6	Cats must be provided with suitable facilities for scratching.
1.7	Any surface available for scratching must either be disinfected between use for different cats or disposable. If provided by the cat's owner it must be kept within that cat's unit, used solely for that cat and returned to the owner at the end of the cat's stay.
2	Noise
2.1	Cats must not be exposed to excessive noise of barking boarded dogs or other excessive continuous noise.
	Long stay cats
3.1	A standard operating procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

Section D – Company

1	Feline company and interactions
1.1	Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.
2	Human company and interactions
2.1	Cats must be always handled humanely and appropriately to suit the requirements of the individual cat.
3	Multi-cat units
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.
3.2	There must be multiples of all resources (food and water bowls, litter trays and sleeping areas), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.
3.3	A separate bed must be provided for each cat.
3.4	A separate hiding place must be provided for each cat, e.g. cardboard box, igloo bed.
3.5	Separate feeding bowls (not double feeders) must be provided for each cat.
3.6	Several sources of water must be provided if multiple cats are housed.

Section E – Health and Welfare

1	Monitoring cats
1.1	All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness, 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.
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 and safety and welfare of each cat.
1.3	Presence or absence of faeces and urine in trays must be noted daily. Any abnormalities in excreta must be recorded or acted upon as appropriate.
1.4	Drinking and eating habits must be monitored and any problem investigated.
2	Keeping records
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. Information must include: <ul style="list-style-type: none"> • Date of arrival and departure • Name, age, sex, description of cat and microchip number • Number of cats sharing from the same household • Name, address, phone number and email of owner (including emergency contact details) • Name, address phone number and email of emergency local contact (who may be able to take the cat if necessary) • Cat's veterinary surgeon and details of dog's insurance • Cats diet and relevant requirements • Cat's relevant medical history • Consent forms e.g. veterinary treatment, consent to share or separate cats if needed, consent regarding toys/interaction preferences, record of baskets left at the kennels • Any medical treatment must be recorded and visible to prevent mis-dosing.
2.2	If records are kept electronically they must be backed up. All records are to be kept for a minimum of 24 months in a manner that allows an authorised officer easy access.
3	Disease control
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.
3.2	Where 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 others.
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
3.4	Standard Operating Procedures (SOP) must be in place and followed to prevent spread of disease and staff must be trained in these procedures.
3.5	Facilities must be provided for the proper reception containment and disposal of all waste and meet with local authority approval.
3.6	Isolation facilities must be available
4	Hygiene Practices
4.1	Products must be suitable to use and effective against the pathogens, (especially feline parvovirus and ringworm) for which the cats are at risk and under the conditions present in the environment in which they are used.
4.2	Cleaning agents and disinfectants must be non-toxic to cats.
4.3	The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

4.4	There must be cleaning and disinfection routines in place for day-to day management of the dogs and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.
4.5	Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively n, and kept in that unit, until the departure of the cat, and then cleaned and disinfected before re-use, or disposal of prior to the next resident.
4.6	Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary
4.7	Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.
4.8	Drinking vessels must be changed/cleaned and disinfected at least once a day or disposed of.
4.9	Grooming equipment must wither 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.
4.10	Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of or retuned to the cat's owner (if they came in with the cat)
4.11	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.
4.12	Protective garments must be changed and laundered with appropriate disinfectant/disposed of immediately after handing a cat with a suspected infectious disease.
5	Vaccination, fleas, worms and other parasites
5.1	An up-to-date veterinary vaccination record must be seen to ensure cats boarded have current vaccinations against feline parvovirus and against feline respiratory viruses (feline herpesvirus and feline calicivirus).
5.2	Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.
5.3	Homeopathic vaccination is not acceptable as it will not protect against infectious diseases
6	Isolation facilities
6.1	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.
6.2	Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.
6.3	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.
6.4	Hands must be washed and disinfected between handling cats
6.5	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.
6.6	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.
6.7	A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.
6.8	Should a cat need to be removed from its unit, it must be carried in a secure and disinfected car carrier, and the carrier disinfected after use.
6.9	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.
7	Veterinary Treatment and Healthcare

7.1	A veterinary practice must be appointed for the establishment. The name and address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.
7.2	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.
7.3	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 (and where possible this should be the cat's own vet) must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be recorded and strictly followed with further advice sought if there is an on-going concern.
7.4	Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon's instructions. Any unused medications must be returned to the owner or prescribing vet.
8	Holding units for temporary housing
8.1	If, in an emergency, holding units/pens are used, they must not be sited in the reception
8.2	Cats must be provided with a bed, litter tray, food and water.
9	Transportation of animals
9.1	Any transport legislation must be complied with.
9.2	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).
9.3	All vehicles and equipment must be kept clean and disinfected after each collection or delivery.
9.4	Cats must not be left in vehicles except for transportation.

Section F – New build

1.1	For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning												
1.2	Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box not under the box.												
1.3	When measuring floor area, shelving areas must not be included												
1.4	<p>The box must be 0.9m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box</p> <p>Full height walk-in units – floor area and dimensions of sleeping accommodation New Build – the minimum size must be as below</p> <table border="1"> <thead> <tr> <th></th> <th>Minimum area</th> <th>Smallest dimension must be a minimum of:</th> <th>Minimum height</th> </tr> </thead> <tbody> <tr> <td>Up to two cats</td> <td>1.5m²</td> <td>1.2m (e.g. 1.20m x 1.25m)</td> <td>1.8m</td> </tr> <tr> <td>Up to four cats</td> <td>1.9m²</td> <td>1.2m (e.g. 1.20m x 1.60m)</td> <td>1.8m</td> </tr> </tbody> </table>		Minimum area	Smallest dimension must be a minimum of:	Minimum height	Up to two cats	1.5m ²	1.2m (e.g. 1.20m x 1.25m)	1.8m	Up to four cats	1.9m ²	1.2m (e.g. 1.20m x 1.60m)	1.8m
	Minimum area	Smallest dimension must be a minimum of:	Minimum height										
Up to two cats	1.5m ²	1.2m (e.g. 1.20m x 1.25m)	1.8m										
Up to four cats	1.9m ²	1.2m (e.g. 1.20m x 1.60m)	1.8m										

Penthouse sleeping accommodation (box) – floor area and dimensions

New Build – the minimum size must be as below

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.1m ²	0.9m (e.g. 0.9m x 1.20m)	1.8m
Up to four cats	1.7m ²	0.9m (e.g. 0.9m x 1.90m)	1.8m

Exercise run sizes - full height walk-in units and penthouse accommodation

New build - the minimum size must be as below

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	2.2m ²	01.20m (e.g. 1.2m x 1.85m)	1.8m
Up to four cats	2.8m ²	1.20m (e.g. 1.20m x 2.35m)	1.8m

Sneeze Barriers

In new build sneeze barriers must be at a minimum, translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.

Gaps between units

In new build where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.

Hygiene Facilities

In new build there must be separate sinks for cleaning of litter trays and feeding utensils.

Materials

In new build any wood to which the cat has access must be clad with an impervious smooth material to prevent damage and making cleaning and disinfection easier.

Noise

If a new cattery is being built near existing kennels serious consideration must be given to the positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

Report to:	PUBLIC PROTECTION SUB-COMMITTEE
Relevant Officer:	Sharon Davies, Head of Licensing Service
Date of Meeting	6 September 2016

REVIEW OF HORSE DRAWN HACKNEY CARRIAGE FARE STRUCTURE

1.0 Purpose of the report:

- 1.1 To consider changes to the structure of maximum fares that can be charged by Horse-Drawn Hackney Carriages.

2.0 Recommendation(s):

- 2.1 To approve changes to the maximum fares that may be charged by Horse-Drawn Hackney Carriages as detailed in Appendix 4(a) and to authorise the advertising of the proposed new tariff.

3.0 Reasons for recommendation(s):

- 3.1 Horse-Drawn Hackney Carriage fares have not been reviewed since 2008 and the current structure is unclear for both the trade and members of the public.

- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes

- 3.3 Other alternative options to be considered:

The Sub-Committee can leave the fares as they are, however this will mean that the schedule of fares will remain unclear and difficult for the public to determine whether they are being charged appropriately.

4.0 Council Priority:

- 4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool"

5.0 Background Information

5.1 The existing Horse-Drawn Hackney Carriage fare tariff, which can be found at Appendix 4(b) has been in place since 2008. Under the current system, fares should be calculated with reference to a combination of time and distance. This is difficult for the trade to accurately calculate and for the public to understand. This has led to standard fares being set for popular journeys.

5.2 The Horse-Drawn Hackney Carriage trade has been requested, through the recently formed Landau Liaison Meeting to suggest a fare structure that is clear, easy to understand and reflects the costs of operating such a service.

5.3 The proposal found at Appendix 4(a) was discussed at the last Landau Liaison Meeting.

5.4 If the Sub-Committee approve the proposed new tariff, details of the new structure must be advertised in the newspaper and any representations considered before it can come into force.

5.5 Does the information submitted include any exempt information? No

5.6 List of Appendices:

Appendix 4(a) – Proposed new Horse-Drawn Hackney Carriage tariff
Appendix 4(b) – Existing Horse-Drawn Hackney Carriage tariff

6.0 Legal considerations:

6.1 The new tariff must be advertised before it can come into force.

7.0 Human Resources considerations:

7.1 None

8.0 Equalities considerations:

8.1 None

9.0 Financial considerations:

9.1 None

10.0 Risk management considerations:

10.1 None

11.0 Ethical considerations:

11.1 None

12.0 Internal/ External Consultation undertaken:

12.1 The proposal has been formulated in consultation with the Horse-Drawn Hackney Carriage trade.

13.0 Background papers:

13.1 None

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Daytime Tariff - applies at all times except when the Illuminations are switched on

Up to 15 minutes or part thereof	£20.00 for up to 4 people £ 2.50 per extra person up to maximum of 6
Each subsequent 15 minutes or part thereof	£25.00 for up to 4 people £ 2.50 per extra person up to maximum of 6

Night-time Tariff – only applies from when the Illuminations are switched on

Up to 15 minutes or part thereof	£25.00 for up to 4 people £ 2.50 per extra person up to maximum of 6
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Notes

1. All journey times are calculated from when the first person steps into the carriage
2. Children under 3 years of age travel free with a fare paying passenger
3. Two children over 3 years of age but under 12 counts as one fare paying passenger,

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Blackpool Council

TABLE OF FARES FOR HORSE DRAWN HACKNEY CARRIAGES

TARIFF 1 APPLIES

WHEN THE ILLUMINATIONS ARE NOT IN USE

**£15 - FOR THE FIRST 2 MILES OR PART FOR UP TO
4 PASSENGERS**

**£2.50 - FOR EVERY ADDITIONAL HALF MILE OR PART
FIFTH AND SIXTH PASSENGERS TRAVEL FOR £2.50 EACH**

TARIFF 2 APPLIES

WHEN THE ILLUMINATIONS ARE SWITCHED ON

**£15 - FOR THE FIRST 15 MINUTES OR PART FOR
UP TO 4 PASSENGERS**

**£12 - FOR EVERY ADDITIONAL 1/2 MILE OR PART
FIFTH AND SIXTH PASSENGERS TRAVEL FOR £5.00 EACH**

APPLIES AT ALL TIMES

**TWO CHILDREN OVER 3 YEARS AND UNDER 12 YEARS
COUNT AS ONE FARE PAYING PASSENGER**

**CHILDREN UNDER 3 YEARS TRAVEL FREE WITH
A FARE PAYING PASSENGER**

COMPLAINTS HOTLINE: TELEPHONE 0800 0730628

**LICENSING SERVICE, MUNICIPAL BUILDINGS,
PO BOX 4, BLACKPOOL FY1 1NA**



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Report to:	PUBLIC PROTECTION SUB-COMMITTEE
Relevant Officer:	Sharon Davies, Head of Licensing Service
Date of Meeting	6 September 2016

PRIVATE HIRE AND HACKNEY CARRIAGE DRIVERS LICENCES

1.0 Purpose of the report:

- 1.1 To consider applicants and licence holders who have been convicted of offences or who have otherwise given reasons for concern.

2.0 Recommendation(s):

- 2.1 The Sub-Committee will be requested to determine the applications and referrals as appropriate.

3.0 Reasons for recommendation(s):

- 3.1 Licensed drivers can be responsible for transporting vulnerable passengers. It is important for the protection of the public that only fit and proper persons are licensed.

- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes

- 3.3 Other alternative options to be considered:

None, as the Sub-Committee is required to determine the applications and referrals

4.0 Council Priority:

- 4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool"

5.0 Background Information

- 5.1 The Sub-Committee is asked to determine whether or not the applicants and licence

holders are fit and proper persons to hold Hackney Carriage and Private Hire Vehicle Driver's licences , in respect of the following cases:

- P.T.B (Existing Hackney Carriage Driver)
- M.J.M (Existing Hackney Carriage Driver)
- S.E.B (Existing Hackney Carriage Driver)
- M.A.H (New Hackney Carriage Driver Applicant)
- J.D.S (New Hackney Carriage Driver Applicant)
- K.P.D (New Private Hire Driver Applicant)

5.2 Details of offences or matters causing concern and any supporting documents are attached at Appendix 5(a).

5.3 Does the information submitted include any exempt information? Yes

5.4 **List of Appendices:**

Appendix 5(a) Details of cases (not for publication)

6.0 **Legal considerations:**

6.1 The Sub-Committee must be satisfied that the applicants and licence holders are fit and proper persons to be licensed.

6.2 There is the right of appeal to the Magistrates' Court.

7.0 **Human Resources considerations:**

7.1 None

8.0 **Equalities considerations:**

8.1 None

9.0 **Financial considerations:**

9.1 None

10.0 **Risk management considerations:**

10.1 None

11.0 **Ethical considerations**

11.1 None

12.0 Internal/ External Consultation undertaken:

12.1 None

13.0 Background papers:

13.1 None

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Report to:	PUBLIC PROTECTION SUB-COMMITTEE
Relevant Officer:	Sharon Davies, Head of Licensing Service
Date of Meeting	6 September 2016

HACKNEY CARRIAGE VEHICLE LICENCES

1.0 Purpose of the report:

- 1.1 To consider whether or not the licence holder is a fit and proper person to hold a Hackney Carriage Vehicle Licence.

2.0 Recommendation(s):

- 2.1 The Sub-Committee will be requested to determine the referral as appropriate.

3.0 Reasons for recommendation(s):

- 3.1 Licensed vehicles are responsible for transporting passengers. It is important for the protection of the public that only suitable vehicles that are fit for purpose are licensed.

- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes

- 3.3 Other alternative options to be considered:

None

4.0 Council Priority:

- 4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool"

5.0 Background Information

- 5.1 The Sub-Committee is asked to determine whether or not the licence holder is a fit

and proper person to hold a Hackney Carriage Vehicle Licence, in respect of the following case:

F.P.L (Existing Hackney Carriage Vehicle Licence holder)

5.2 Matters causing concern and any supporting documents are attached at Appendix 6(a)

5.3 Does the information submitted include any exempt information? Yes

5.4 List of Appendices:

Appendix 6(a) Details of cases (not for publication)

6.0 Legal considerations:

6.1 The Sub-Committee must be satisfied that the conditions on the Hackney Carriage Vehicle Licence are no longer reasonably necessary.

6.2 There is the right of appeal to the Magistrates' Court.

7.0 Human Resources considerations:

7.1 None

8.0 Equalities considerations:

8.1 None

9.0 Financial considerations:

9.1 None

10.0 Risk management considerations:

10.1 None

11.0 Ethical considerations:

11.1 None

12.0 Internal/ External Consultation undertaken:

12.1 None

13.0 Background papers

13.1 None

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