



## Licensing Committee Agenda

Wyre Borough Council  
Date of Publication: 15 February 2017  
Please ask for : Carole Leary  
Democratic Services Officer  
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**Licensing Committee meeting on Thursday, 23 February 2017 at 6.00pm  
in the Civic Centre, Poulton-le-Fylde**

**1. Apologies**

**2. Declarations of Interest**

Members will disclose any pecuniary and any other significant interests they may have in relation to the matters under consideration.

**3. Confirmation of minutes**

(Pages 1 - 12)

To confirm as a correct record the minutes of the meetings of the Licensing Committee held on 29 November 2016, 9 December 2016 and 26 January 2017.

**4. Animal Boarding Establishments Acts 1963**

(Pages 13 - 24)

Report of the Service Director Health and Wellbeing

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## Licensing Sub-Committee Minutes

Minutes of the meeting of the Licensing Sub-Committee of Wyre Borough Council held on Tuesday 29 November 2016 at the Civic Centre, Poulton-le-Fylde.

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### Licensing Sub-Committee members present:

Councillor Beavers  
Councillor Moon (Chairman)  
Councillor Pimbley

### Officers present:

C Ferguson, Licensing Manager  
M Grimshaw, Senior Solicitor  
C Leary, Democratic Services Officer.

**Non-members present:** None.

**Members of the public present:** Mr Ashe – Applicant and  
PS1747 H Parkinson – Lancashire Constabulary

No Members of the Press were present.

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### LIC. 29      **Declarations of interest**

None.

### LIC. 30      **Temporary Event Notice application – 1 Station Road, Fleetwood**

The Service Director Health and Wellbeing submitted a report to enable consideration of an objection notice received from the Police Licensing Officer under section 104(2) of the Licensing Act 2003 in respect of a Temporary Event Notice (TEN), submitted for an event proposed to be held at 1 Station Road, Fleetwood, FY7 6NW.

The report set out all the relevant information, including the background to the proposed event, along with the key issues and proposals.

The Applicant, Mr Ashe spoke to the committee in support of his application for a Temporary Event Notice (TEN).

The Police Licensing Officer spoke to committee members, outlining the reasons for the Police objection to the application.

Members retired to consider the application in closed session. The Licensing Sub-Committee then reconvened and the Chairman announced the Committee's decision.

**RESOLVED** that members decided to issue a Counter Notice under section 105 of the Licensing Act 2003, to prevent the event from being held.

The reasons for the decision were:

The proposed venue did not hold a premises licence therefore conditions could not be attached to any Temporary Event Notice issued.

As conditions could not be added, there would be no guarantee that the applicant's proposals would be fulfilled and no legal mechanism to ensure this.

Mr Ashe, as named applicant did not have any experience with licensed premises or events of this nature.

The expected number of patrons for the event, combined with the length of time alcohol was proposed for, prevented a high level of risk.

Members were concerned about the safeguarding of children at the proposed event and felt that suggested arrangements were inadequate.

The mechanism for supplying names of all ticket holders was not available and given the link between the charity match, the clientele and the potential for crime and disorder, this was regarded to be a high risk event.

The meeting started at 4pm and finished at 5.10pm

**Date of Publication: Wednesday 7 December 2016**

arm/rg/lic/mi/291116

## Licensing Sub-Committee Minutes

Minutes of the meeting of the Licensing Sub-Committee of Wyre Borough Council held on Friday 9 December 2016 at the Civic Centre, Poulton-le-Fylde.

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### Licensing Sub-Committee members:

Councillor Bridge (Chairman)  
Councillor M Anderton  
Councillor Collinson (via conference telephone call)

### Officers present:

C Ferguson, Licensing Manager  
M Grimshaw, Senior Solicitor  
C Leary, Democratic Services Officer.

**Non-members present:** None.

**Members of the public present:** None

No Members of the Press were present.

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### LIC. 31 Appointment of Chairman

Councillor Bridge was appointed as Chairman.

### LIC. 32 Exclusion of the Public and Press

**RESOLVED** that the public and press be excluded from the meeting whilst agenda item 4 was being considered, because it referred to exempt information as defined in category 1 (information relating to any individual) of Part 1 of Schedule 12(a) of the Local Government Act, 1972, as amended by the Local Government (Access to Information) Variation Order 2006 and, that the public interest in maintaining the exemptions outweighed the public interest in disclosing the information.

### LIC. 33 Summary Review Application: For a Licensed Premise

Wyre Borough Council being the licensing authority, on 8 December 2016 received an application from the Chief Officer of Police for the summary review of a premises licence in respect of premises known as Uber, 2B Vicarage Road, Poulton-le-Fylde FY6 7BE.

On the 9 December 2016, within 48 hours of receipt of the Chief Officer's application the members considered whether it was necessary to take interim steps.

The Service Director Health and Wellbeing submitted a report to the Licensing Sub-Committee Members, to enable consideration of a summary review of the premises licence in respect of Uber, 2B Vicarage Road, Poulton-le-Fylde, FY6 7BE. Licence number PL(A)0146.

The report set out all the relevant information, including the background to the summary review, along with the key issues and proposals.

The Members considered the summary review of the licensed premises and the Chairman then announced the Sub-Committee's decision.

**RESOLVED** To suspend the premises licence (PL(A)0146) in respect of the premises known as Uber, 2B Vicarage Road, Poulton-le-Fylde FY6 7BE with immediate effect, pending the determination of a review of the premises licence.

**For the following reasons:**

1. The Committee was satisfied that there was evidence of serious crime and disorder on the premises.
2. The Committee noted that the Premises Licence Holder had previously removed himself as the Designated Premises Supervisor of Uber and Andrew Johnson had become the Designated Premises Supervisor in 2015, when the Premises Licence Holder had been convicted of assault. This resulted in the magistrates suspending his personal licence for three months. The Committee considered that the removal or changing of the Designated Premises Supervisor was not an appropriate option, as it had been already tried and had failed to improve the crime and disorder in the premises.

The Committee were satisfied that suspending the Licence in the interim is proportionate and necessary for the promotion of the licensing objectives.

The meeting started at 2pm and finished at 2.16pm

**Date of Publication: Tuesday 20 December 2016**

arm/rg/lic/mi/091216

## Licensing Committee Minutes

Minutes of the meeting of the Licensing Committee of Wyre Borough Council held on Thursday 26 January 2017 at the Civic Centre, Poulton-le-Fylde.

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### Licensing Committee members present:

Councillor Barrowclough	Councillor Robinson
Councillor Bridge	Councillor Smith
Councillor Ormrod	Councillor Wilson
Councillor Pimbley	

**Apologies:** Councillors' M Anderton, Beavers, C Birch, Collinson, Holden, Moon and Matthew Vincent.

### Officers present:

C Ferguson, Licensing Manager  
M Grimshaw, Senior Solicitor  
N Clark, Environmental Health Officer – Environmental Protection  
C Leary, Democratic Services Officer.

**Non-members present:** None.

### Members of the public present:

Mr Lawrence (Applicant), Mr Gorst (Land owner) and Mr Ireland (Solicitor) for Item 4 only.  
Mr B (for Item 6 only).

Three Members of the Public were present

No Members of the Press were present.

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### LIC. 40      **Declarations of interest**

Councillor Wilson declared an Other Significant Interest in Licensing application Item 4 – Application for a new premises licence for Dolphinholme House Farm, Dolphinholme, as she is Ward Councillor for the Wyresdale area. She was satisfied that this would not prejudice her judgement and therefore she took part in the meeting.

### LIC. 41      **Confirmation of minutes**

The minutes of the Licensing Committee meeting's held on 27 October 2016, 2 November 2016, 24 November 2016, 13 December 2016 and 5 January 2017 were all proposed and seconded, and confirmed as correct records.

The minutes of the Licensing Committee meeting's on Tuesday 29 November 2016 and Friday 9 December 2016 were not confirmed, as the Councillors involved were not in attendance at this meeting and so those minutes will be put forward for approval at the Licensing Committee meeting to be held on Thursday 23 February 2017.

**LIC. 42      Application for a new premises licence for Dolphinholme House Farm, Dolphinholme**

The Service Director Health and Wellbeing submitted a report to provide members of the Licensing Committee with information to assist them at a hearing to determine an application for a new premises licence under the Licensing Act 2003, for Dolphinholme House Farm, Dolphinholme, Lancashire, LA2 9DJ.

Present at the meeting were:- The applicant – Mr Lawrence, owner of the Farm – Mr Gorst and Mr Ireland – Solicitor.

It was confirmed that everyone present had received the additional documents upon which the Applicant intended to rely, the day before the meeting (25 January 2017).

Mr Ireland then addressed the committee and outlined the application in more detail, explaining the reasons for the new premises licence. He informed the committee that the applicant had met with the local residents at meetings held within the Dolphinholme area and as such had correspondence from Residents in support of the application and had enclosed copies of those emails of agreement.

Mr Ireland then spoke outlining the two remaining objections and the concerns that he had not been able to get in touch with those objectors and explained the reasons behind that.

Mr Ireland then went through the amended proposal and conditions (relating to the Prevention of Public Nuisance) and those changes. The Committee asked questions of all three gentlemen, who responded to those concerns and confirmed the proposed changes with regards to the prevention of noise nuisance.

Members then retired to consider the application in closed session. The Licensing Committee then reconvened and the Chairman announced the Committee's decision.

**RESOLVED** that

A new premises licence for Dolphinholme House Farm, situated at



Dolphinholme, LA2 9DJ, be granted on the basis set out in the decision below. The committee noted that all but two of the parties had withdrawn their representations following meetings with the applicant, who has agreed further conditions and modifications to the application. The Environmental Health Officer had also agreed further conditions with regards to the application which the applicant has also agreed to. Members were satisfied that the changes to the application and modifications to the hours requested would not undermine the Licensing Objectives.

In reaching its decision, the Committee had regard to:

1. The Licensing Act 2003 (the Act)
2. The Guidance published by the Secretary of State under s182 of the Act
3. The Council's Licensing Policy

### **Decision**

The Committee decided to grant the premises licence for the licensable activities as applied for, subject to conditions outlined in the committee report and amended conditions as offered by the Applicant at the Hearing.

Licensable Activities are granted as follows:

Plays:	11:00 – 23:00 each day
Films:	11:00 – 23:00 each day
Indoor Sporting Events:	11:00 – 23:00 each day
Boxing or Wrestling Entertainments:	11:00 – 23:00 each day
Live Music:	11:00 - 01:00 each day
Recorded Music:	11:00 – 01:00 each day
Performances of Dance:	11:00 – 01:00 each day
Anything of a Similar Description:	11:00 – 01:00 each day
Late Night Refreshment:	23:00 – 01:00 each day
Sale of Alcohol:	11:00 – 01:00 each day

### **Conditions**

Each calendar year, there shall only be one function permitted involving the provision of regulated entertainment where more than 350 patrons are in attendance. There shall be an additional seven functions involving the provision of regulated entertainment permitted, where less than 350 patrons are in attendance. A log book detailing the time, date and nature of each function will be maintained at the premises and will be produced to an authorised officer upon request.

Regulated entertainment shall not be permitted anywhere other than the barn after 23:00.

All staff who are involved in the sale of alcohol will be trained in relation to the licensing objectives so as to reduce crime and disorder, promote public safety, prevent public nuisance and promote the protection of children from harm. Said

training will be documented and will be made available to an authorised officer upon request.

All licensable activities that take place in the area marked “field area” on the plan are to terminate at 23.00, to include any temporary structure.

Details of any event that includes licensable activities taking place on the “field area” are to be provided to Lancashire Constabulary at least four weeks prior to the event taking place.

On any occasions that licensable activities are carried on in the area marked as “field” on the attached plan, the DPS shall be on duty.

A CCTV system shall be installed internally in the barn area and will meet the following criteria:

- The system will display on any recording the time and date of said recording;
- The system will be recording whenever the premises is open to the public;
- Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request;
- As a minimum, the system will capture images of the head and shoulders of any person entering the premises through the main public entrance.

Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.

The premises shall operate a zero tolerance drugs policy.

During the event “Down by the Riverside” SIA supervisors are to be utilised. As a minimum one SIA supervisor will be positioned on the entrance/exit, one SIA supervisor will be positioned on the main bar and one SIA supervisor will be positioned next to the secondary bar.

During the event “Down by the Riverside” and on any other occasion where bookings indicate a significant level of traffic, marshals will be utilised to assist with directing traffic on access to the site, parking and the dispersal of customers.

On booking the site for licensable activities patrons and organisers will be advised that access to the site shall be via Wagon Road and not through Lower Dolphinholme. They shall further be advised that satellite navigation device directions that indicate access via Lower Dolphinholme should be ignored.

On any occasions that licensable activities are carried on in the area marked as “field” on the attached plan, there must be appropriate First Aid trained persons on duty.

On any occasions that licensable activities are carried on in the area marked as “field” on the attached plan, drinks must be served in polycarbonate or plastic vessels at all times. All glass bottles must be decanted into such a vessel prior to

being given to the public.

The premises licence holder or his representative shall conduct regular assessments of the noise coming from the licensed premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.

There shall be placed at all exits from the licensed premises in a place where they can be seen and easily read by the public, notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles).

No nuisance shall be caused by noise coming from the licensed premises or by vibration transmitted through the structure of the premises.

Noise (including vibration) from amplified sound at the licensed premises shall not be audible within any bedroom of noise sensitive premises with the windows open or closed after 23.00 hours (with the exception of the premises located at Dolphinholme House Farm which are occupied by the farmer or farmworker or members of their immediate family. 'Immediate family' is taken to mean children, parents and siblings).

Any outside area which is used for the consumption of alcohol shall cease to be so used at 23.00 hours.

All external doors and windows to 'The Barn' as delineated in Plan A shall be kept closed when regulated entertainment is being provided except for the purposes of access and egress or in the event of an emergency.

There shall be provided at the licensed premises containers for the storage and disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

Where the licensed premises provide food to the public for consumption on or off the premises there shall be provided at or near the exits, sufficient waste bins to enable the disposal of waste food, food containers, wrappings, etc.

Refuse such as bottles shall be disposed of from the licensed premises at a time when it is not likely to cause a noise disturbance to any nearby sensitive premises.

The premises licence holder or his representative shall ensure that staff departing late at night when the business has ceased trading conduct themselves in such a manner to avoid disturbance to any nearby sensitive premises.

The premises licence holder or his representative will arrange for litter and cigarette debris dropped in the vicinity of the licensed premises to be collected and removed at the end of operating hours each night.

A "Challenge 25" Policy shall be adopted and enforced at the premises whereby any person who appears to be under the age of 25 shall be required to provide identification to prove that they are over the age of 18 before they are permitted to purchase alcohol. The only forms of acceptable identification will be:

- A Passport;
- A UK Photocard Driving Licence;
- Official ID card issued by HM Forces or EU bearing a photograph and the date of birth of the holder;
- Any other form of identification agreed with a representative of the Police Licensing Unit.

All staff who are involved in the sale of alcohol will be trained in relation to the "Challenge 25" policy upon the commencement of their employment, following which they will undertake refresher training at suitable intervals. Said training will be documented and will be made available to an authorised officer upon request.

The premises shall fully record any refused sales or challenges made to patrons and such records shall be kept in an appropriate form and be made available on inspection to the police or other authorised agency.

All staff involved in the sale of alcohol will be at least the age of 18 years.

### **Reasons for the Decision**

- The Committee noted the remaining objections from those parties who were unable to be contacted by the applicant prior to the hearing, but were satisfied that granting a new premises licence subject to the additional conditions would not undermine the Licensing objectives.
- The Committee noted that there were no objections from the Police or other Responsible Authority.
- The Committee considered that the conditions requested by the Environmental Health Officer in addition to those offered by the applicant were reasonable and necessary for the promotion of the Licensing Objectives.
- The Committee considered the representations and the oral submission from the applicant, the owner of the farm and their Solicitor and noted that the Applicant and the neighbouring residents were working together. The Applicant had listened to concerns raised and voluntarily offered conditions to alleviate those concerns.
- The Committee considered that the times and additional conditions were adequate to prevent any Public Nuisance and the Chairman advised Mr

Lawrence, Mr Gorst and Mr Ireland that this would be monitored.

**LIC. 43 Exclusion of the Public and Press**

**RESOLVED** that the public and press be excluded from the meeting whilst agenda item 6 was being considered, because it refers to exempt information as defined in category 1 (information relating to any individual) of Part 1 of Schedule 12(a) of the Local Government Act, 1972, as amended by the Local Government (Access to Information) Variation Order 2006 and, that the public interest in maintaining the exemptions outweighs the public interest in disclosing the information.

**LIC. 44 New applicant for a Wyre dual driver licence with spent convictions**

The Service Director Health and Wellbeing submitted a report to provide members of the Licensing Committee with information to assist them at a hearing.

Mr B was present at the meeting, but was not legally represented.

Mr B spoke to the committee, explaining the circumstances of his spent convictions and other incidents referred to in the report with regard to his conduct.

Members asked questions of Mr B and he provided an explanation of the incidents.

The report noted that there were no other recent convictions, road traffic offences or complaints from the public whilst employed by his current employer to declare and Mr B confirmed this.

Members retired to consider the application in closed session. The Licensing Committee then reconvened and the Chairman announced the Committee's decision.

**RESOLVED** that Mr B be granted a 3 year Wyre dual driver's licence without any further conditions.

The meeting started at 6pm and finished at 7pm

**Date of Publication: Friday 3 February 2017**

[com/rg/lic/mi/260117](http://com/rg/lic/mi/260117)

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Report of:	Meeting	Date	Item no.
Mark Broadhurst, Service Director Health and Wellbeing	Licensing Committee	23 February 2017	4

Animal Boarding Establishments Act 1963
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## 1. Purpose of report

- 1.1 To consider the adoption of conditions for Commercial Day Boarding Establishments for dogs, licensed under the terms of the Animal Boarding Establishments Act 1963 and to agree licensing arrangements, including an appropriate fee.

## 2. Outcomes

- 2.1 To adopt conditions to be attached to licences for Commercial Day Boarding Establishments for dogs, issued under the terms of the Animal Boarding Establishment Act 1963.

## 3. Recommendations

- 3.1 i) That members adopt the conditions attached as Appendix 1 to this report for Commercial Day Boarding Establishments for dogs licensed under the terms of the Animal Boarding Establishments Act 1963 and
- ii) to agree an appropriate fee for the licence.

## 4. Background

- 4.1 The Animal Boarding Establishments Act 1963 requires any business providing accommodation for other people's dogs to be inspected and licensed by the Council.  
Exceptions exist only if animals are held where the main activity is not the provision of accommodation (e.g. a dog surgery or a dog grooming service), or they are held for disease prevention purposes.
- 4.2 Each local authority must set its own conditions based on the requirements of the Animal Boarding Establishment Act 1963 and the CIEH Model Standards. Wyre Council has licensed and conditioned dog

boarding establishments that provide care in the established overnight traditional commercial “kennels” for many years. However due to changes in lifestyle, dog owners now require a range of options to care for their animals.

- 4.3** Due to an increase in the number of home dog boarding premises, where a small number of dogs are boarded in the licensee’s home in exchange for payment, these establishments are now licensed by the Council.
- 4.4** In a further development, the licensing department has been approached by the owner of a commercial property who wishes to open a facility that would provide daytime accommodation for a number of dogs, whilst their owners are at work, or away from the home. Day boarding of dogs is an activity that has not previously been licensed by Wyre.
- 4.5** The Animal Boarding Establishments Act 1963 requires that no person shall keep a boarding establishment for animals without a licence from the local authority. Keeping a boarding establishment is defined as:  
*“the carrying on by a person at premises (including a private dwelling) of a business of providing accommodation for other people’s animals”.*  
In this case ‘animals’ only refers to cats and dogs.
- 4.6** Dog boarding kennels and catteries in commercial premises have been licensed by this authority for many years. However, in recent years the practice of boarding a larger number of dogs during the day in bespoke premises has become more prevalent. In the case of Commercial Day Boarding Establishments, dogs would NOT be permitted to board overnight. This is because facilities and conditions are different and the amount of space allocated to individual dogs is less than a traditional kennels.
- 4.7** The determination as to whether this activity needs to be licensed is centred around the consideration of whether or not they are running a business and boarding dogs in the true sense of the meaning. The Act does not specify that dogs need to be boarded ‘overnight’, just that ‘accommodation’ is provided.
- 4.8** Traditional dog boarding kennels look after dogs from individual households in their own exercise and sleeping areas for an extended period of time (including overnight), typically whilst the owners are on holiday.
- 4.9** Commercial dog day care establishments offer day supervision of a specified number of dogs from different households, allowing interaction in a communal area. No overnight accommodation will be offered but the proposed conditions state that there should be separated rest areas for at least 50% of the total number of dogs licensed. As a ‘play’ area is provided the accommodation is for sleeping, rest or just a chance for a dog to be separated from others if required, therefore the accommodation sized in the proposed conditions reflect this. See section 2.0 of the



proposed conditions.

- 4.10** The licence holder must pre-screen all dogs to ensure that they are suitable to join the group. In addition, continual supervision of the dogs will be required. This setting provides dogs with varied activities including exercise and socialisation. This type of business is aimed at dog owners who, due to work or family commitments, are unable to care for their dogs during the day, and is therefore different to traditional dog boarding establishments.
- 4.11** The purpose of the licensing conditions is to ensure satisfactory animal health and welfare at the premises. Whilst the general dog boarding establishment conditions and the domestic dog boarding conditions continue to apply to those premises, they do not fully take into account the specific needs and ways of operating day boarding of dogs. It is therefore proposed to introduce a new set of conditions for day dog care boarding establishments. These are also based on national model licensing conditions produced by the Chartered Institute of Environmental Health in conjunction with the British Veterinary Association, the Pet Care Trust and others. The proposed conditions are given in **Appendix 1**.

## **5. Key issues and proposals**

- 5.1** The Animal Boarding Establishment Act 1963 requires anyone wanting to board dogs commercially to be licensed by their local authority. However the standard licence conditions for traditional dog boarding establishments were not written with dog day care centres in mind and consequently the current licensing conditions do not adequately cover such premises.
- 5.2** In order to provide suitable conditions that can be attached to a Commercial Day Boarding Establishment, model conditions have been adapted from existing conditions to accommodate the needs of dogs that will be cared for in this type of premises.
- 5.3** The adoption of such will ensure acceptable standards of animal health and welfare are maintained. All such premises will be subject to an inspection by the Council's animal welfare officer on application and on annual renewal.
- 5.4** A benchmarking exercise has been carried out on all Lancashire authorities to establish the presence of similar schemes, but to-date only one authority has been approached to licence such premises. Similar schemes do however exist across the Country and their conditions have also researched to create the condition template that is proposed for adoption.
- 5.5** It is proposed that the licence fee for Commercial Day Boarding for dogs is set at the same level as the fee for a commercial Animal Boarding Establishment Licence. That, currently being £140.00.

**5.6** It is further proposed that this Authority adopt the conditions provided at **Appendix 1** and attach them to Commercial Day Boarding for dogs establishment licences issued by the Council, following receipt of the fee and a positive premises inspection.

**5.7** Members may however choose not to licence Commercial Day Boarding premises. If this were the case then no checks would be carried out on the premises and irresponsible proprietors may not provide the best facilities for animals in their care. This could lead to cross infection of animals, detrimental facilities and possible harm to dogs left in their care.

<b>Financial and legal implications</b>	
Finance	There are no financial implications directly associated with the adoption of conditions and licence arrangements. All inspections would be met within existing resource.
Legal	The Animal Boarding establishments Act 1963 Section 1(3) empowers local authorities to attach conditions that have regard to issues identified in that section. The proposed conditions satisfy this requirement. There is a right of appeal against any condition, subject to which a boarding establishment licence is proposed to be granted.

**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Christa Ferguson	887476	Christa.ferguson@wyre.gov.uk	10/2/2017

<b>List of background papers:</b>		
name of document	date	where available for inspection

**List of appendices**

Appendix 1-Proposed licence conditions

arm/rg/lic/cr/17/2302cf1

**Animal Boarding Establishments Act 1963**

**Licence conditions for establishments providing:**

**Commercial Day Boarding for Dogs**

Unless otherwise stated these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the commercial day boarding of dogs.

<b>1.0</b>	<b><u>General licence conditions</u></b>
<b>1.1</b>	The licence holder shall not make or cause or permit to be made any material change to the premise or licensed activity without the prior consent of the Local Authority.
<b>1.2</b>	A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises and can be easily read.
<b>1.3</b>	Insurance shall be maintained at all times to a sufficient level to cover the maximum number of dogs boarded. Employers Liability and Public Liability Insurance shall be maintained at a sufficient level at all times. The certificates of insurance shall be suitably displayed in a prominent position within the premises and can be easily read.
<b>1.4</b>	The licence applicant must provide evidence of competence to the licensing authority, prior to any licence being granted. Evidence of competence must comprise of experience, relevant training and/or qualifications.
<b>1.5</b>	No dog registered under the Dangerous Dogs Act 1991 must be accepted for boarding. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for boarding. Stray dogs are not to be accepted for boarding.
<b>1.6</b>	All dogs attending the establishment shall wear a collar and tag Identifying the name and contact number of the premises.
<b>1.7</b>	There shall be no overnight boarding of dogs at the premises.
<b>1.8</b>	The premises shall be operated in such a way as to avoid nuisance to occupiers of neighbouring properties.
<b>1.9</b>	A register of dog fights must be kept and any injuries so noted.
<b>2.0</b>	<b><u>Number of animals</u></b>
<b>2.1</b>	The number of dogs permitted at an establishment will be determined by the suitability of the premises including size, available space and staff/supervision levels.

<b>2.2</b>	The maximum number of dogs boarded at any one time is shown on the licence.
<b>2.3</b>	The minimum number of separated rest areas to be made available for dogs shall be 50% of the maximum number dogs allowed on the licence. The size of an individual rest area shall not be less than 1 cubic metre (1m <sup>3</sup> ) irrespective of the size of the dog. The method of construction and materials used shall effectively separate dogs.
<b>2.4</b>	A written procedure must be in place for any potential new day care boarders to be comprehensively assessed for temperament and suitability by a competent person. This assessment must be documented and must include information on the dog and its ability to mix with other dogs. This written procedure must be provided to the Licensing Authority on request.
<b>2.5</b>	Entire males and bitches in season, or bitches due to be in season during the boarding period, must not be boarded together.
<b>2.6</b>	Puppies under 6 months of age may be boarded, at the establishment managers discretion, provided that they are suitably vaccinated and a trial socialisation period has taken place.

<b>3.0</b>	<b><u>Construction</u></b>
<b>3.1</b>	The premises, buildings, grounds and perimeters must offer a safe and secure environment for boarders.
<b>3.2</b>	All external structures including the walls, doors and roof will be maintained in a suitable durable and weather proof condition and without risk of injury to persons or animals. The construction shall be such that the security of boarded dogs is ensured at all times.
<b>3.3</b>	All internal surfaces used in the construction of walls, doors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury. Ceilings must be also be kept clean
<b>3.4</b>	Junctions between vertical and horizontal sections must be suitably sealed.
<b>3.5</b>	The premises shall have its own entrance and must not have shared access e.g. communal stairs, reception areas, kitchens or toilets.
<b>3.6</b>	Where there is an outside area, the area must only be for exclusive use by the Licensee and be totally secure from the public, safe and animal escape-proof.
<b>3.7</b>	Where wood has been used in the construction it must be smooth and treated to render it impervious. Only products which are not toxic to dogs may be used and do not contain phenols. There must be no projections liable to cause injury.
<b>3.8</b>	All internal and external doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.
<b>3.9</b>	The establishment must be connected to mains drainage or an approved, localised sewage disposal system with the floor laid to a fall of 1:80 to prevent pooling.
<b>3.10</b>	Adequate light shall be provided to all exercise, sleeping, external, and ancillary areas so that all parts are clearly visible. Where practicable this shall be by natural light. Adequate supplementary lighting shall be provided to allow safe working conditions.
<b>3.11</b>	Adequate ventilation shall be provided to all interior areas.
<b>3.12</b>	Adequate heating facilities must be provided to indoor areas, and the ambient indoor temperature must be maintained to at least 10°C / 50°F at all times. A thermometer must be provided in the indoor areas to enable the temperature to be checked.

<b>4.0</b>	<b><u>Cleanliness</u></b>
<b>4.1</b>	The premises shall be kept clean, dry and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
<b>4.2</b>	All excreta, urine, and soiled material(s) must be removed immediately from communal areas used by dogs and from all areas regularly throughout the day.
<b>4.3</b>	All cleaning chemicals and materials (mops, brushes etc.) used must be suitable for use around dogs and must not contain phenols. Such chemicals and materials used must always be stored in a secure cupboard.
<b>4.4</b>	Facilities must be provided for the proper storage and legal disposal of all waste. A Duty of Care contract may be required.
<b>4.5</b>	Adequate measures must be taken to keep establishments free of rodents, insects, and other pests. Any supplies of food must be kept in vermin proof containers.

<b>5.0</b>	<b><u>Kitchen facilities</u></b>
<b>5.1</b>	Suitable designated kitchen facilities, hygienically constructed and maintained, shall be provided for the storage and preparation of food for the animals, and for washing, disinfecting and storing all food and drink receptacles. This must include adequate washing facilities with hot and cold (or suitably mixed) running mains water.
<b>5.2</b>	Adequate hand washing facilities must be provided, to include hot and cold (or suitably mixed) running mains water, soap and hygienic hand drying provision. Hand wash basins must be connected to the mains drainage system or an approved localised sewage disposal system.
<b>5.3</b>	All sinks used for partial cleaning of soiled blankets or bedding must be connected to the mains drainage system or an approved, localised sewage disposal system.
<b>5.4</b>	Adequate facilities are to be provided for the effective cleaning and disinfection of all laundry, articles, equipment, toys, furniture etc. used within the boarding facility.
<b>5.5</b>	Where raw or cooked meat or fish are stored, refrigeration facilities must be provided.
<b>5.6</b>	Isolation facilities should have a separate kitchen for food preparation.

<b>6.0</b>	<b><u>Animal welfare</u></b>
<b>6.1</b>	Fresh drinking water from a potable source shall be available to dogs at all times and change frequently throughout the day.
<b>6.2</b>	Dogs shall be supplied with suitable food in accordance with the owner's prior agreement. All dogs, if fed on site, must be fed in isolation from other dogs.
<b>6.3</b>	All animals must be provided with a bedding area large enough and suitable to allow the animal to lie comfortably. Where bedding is used it should be maintained in a clean and dry state.
<b>6.4</b>	Any sick or injured animal must receive appropriate care and treatment without delay. Veterinary advice should be sought whenever necessary.
<b>6.5</b>	All dogs must be adequately exercised during the day.
<b>6.6</b>	Suitable, separate facilities must be available to keep all dogs separate when necessary, particularly in the case of an attack incident.

6.7	A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
6.8	A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site, and during exercising off site.

7.0	<b><u>Disease control and vaccinations</u></b>
7.1	Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dogs. Following an episode of infectious disease during any stay the premises must undergo a reasonable quarantine period before new boarders are admitted.
7.2	This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon. A record must be maintained of each episode of infectious disease together with details of the implemented quarantine period.
7.3	The Licensee must inform the licensing Authority on the next working day if a dog develops an infectious disease.
7.4	Proof must be provided that dogs boarded have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis ( <i>L. canicola</i> and <i>L. icterohaemorrhagicae</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 the manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
7.5	The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
7.6	Suitable isolation facilities shall be provided in compliance with the other boarding conditions, to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet. They must be separate and physically isolated from the main areas used, by a minimum distance of 5m (15ft).

8.0	<b><u>Supervision and management</u></b>
8.1	In the absence of any documented assessment the staff ratio shall be no less than one person for every 5 dogs. Staff employed must be made aware of the requirements of the licence conditions, operational and emergency procedures and the information contained on the registers.
8.2	A fit and proper person shall always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offence. The licence holder must always be contactable in case of an emergency. Boarded dogs must not be left unsupervised or unattended at any time.
8.3	A Fire Risk Assessment (as required by the Regulatory Reform (Fire Safety) Order 2005) must be undertaken and kept available for inspection. Suitable fire detection and firefighting equipment must be provided in accordance with the findings of the risk assessment.
8.4	All electrical installations and appliances must be maintained in a safe condition, with no loose or trailing cables or wires. All heating appliances must be free from risk of fire, so far as is reasonably practicable. There must be no use of free standing gas,

	oil, or electrical heating appliances.
<b>8.5</b>	A fire evacuation and emergency plan must be documented and displayed prominently within the establishment. This must be brought to the attention of all employees. The plan must include information and instructions on how dogs are to be evacuated in the event of any emergency and where they will be housed in an emergency situation.
<b>8.6</b>	A written management plan must be compiled to include information on how the licence holder will deal with the management of the number of dogs allowed under the licence, and in particular emergency situations. This must be updated as necessary and displayed prominently within the establishment. The plan must be brought to the attention of all employees with a book signed and dated by the employee when read.
<b>8.7</b>	A written training policy must be provided and records kept of all staff training given. All staff must undergo initial induction training and / or refresher training as necessary. Untrained staff must not be left alone with any boarded dogs at any time.
<b>8.9</b>	The Licensing Authority must be informed of the death of any boarded dog, within 24 hours of the death occurring.
<b>8.10</b>	The Licensing Authority must be informed of any attack incident (both dog on dog or dog on person) involving any boarded dog, within 24 hours of the attack occurring.
<b>8.11</b>	The Licensing Authority must be notified immediately (and in any event, the same day) of any dog that escapes or becomes lost.

<b>9.0</b>	<b><u>Register</u></b>
<b>9.1</b>	A record must be kept of all dogs boarded. The information kept must include the following:
<b>9.2</b>	Date / time of arrival and actual time of departure.
<b>9.3</b>	Name of dog, any identification system such as microchip number or tattoo.
<b>9.4</b>	Description, breed, age and gender of dog.
<b>9.5</b>	Name, address and telephone number of owner or keeper.
<b>9.6</b>	Name and telephone number of local contact person whilst boarded.
<b>9.7</b>	Name and address and telephone number of the dog's veterinary surgeon.
<b>9.8</b>	Proof of current vaccinations, medical history and requirements.
<b>9.9</b>	Health, welfare and nutrition requirements.
<b>9.10</b>	Signed authorisation for any dog to mix with other dogs.
<b>9.11</b>	Signed authorisation for any dog to be walked on/off the lead outside of the establishment. The maximum number of dogs to be walked outside of the establishment shall not exceed the amount currently allowed by the Wyre Council.
<b>9.12</b>	If medication is to be administered, this must be recorded.
<b>9.13</b>	The register shall be kept readily available for a minimum of 2 years and must be available for inspection at all times by an authorised officer of the council or police constable.
<b>9.14</b>	Where records are computerised, a back-up copy must be kept and preferably off-site.



<b>10.0</b>	<b><u>Establishment specific conditions</u></b>
<b>10.1</b>	The operating hours for this establishment shall be shown on the licence
<b>10.2</b>	The operating days for this establishment shall be shown on the licence

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