

Licensee checklist

The below checklist is intended to be used by both existing and new home boarders when renewing/applying for a home boarding licence. This will help to ensure that you have the necessary documents completed prior to your inspection. If you answer no to any of the below you will not meet the minimum standards outlined in The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. This may result in you being refused a licence.

The DEFRA guidance document can be found at the link below. Document g should be thoroughly read as this will assist in what is required in your policies and procedures.

<https://www.cfsg.org.uk/legislation-and-guidance/>

Part A Schedule 2 1.1	Copy of licence displayed?	Yes/No
Part A Schedule 2 1.2	Is the name of licence holder and licence number displayed on any website in relation to the business?	Yes/No
Part A Schedule 2 2.1	Are all records available for inspection	Yes/No
Part A Schedule 2 2.2	All records must be kept for 3 years. Are all electronic records backed up?	Yes/No
Part A Schedule 2 4.1	Is there someone competent to assist with the care of the animals if the licensee is absent for an extended period?	Yes/No
Part A Schedule 2 4.2	<p>Does the licensee or staff employed to care for the animals have the competence to identify normal behaviour and recognise signs of, and take measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour?</p> <p>Suitable and sufficient training of people responsible for the care of the animals must be demonstrated (A written record of how this is achieved must be kept) to have been carried out in the following areas:</p> <p>Dog welfare, including recognising poor welfare and understanding the 5 welfare needs;</p> <ul style="list-style-type: none"> • Dog handling; • Dog behaviour; • Cleanliness and hygiene; • Feeding and food preparation; • Disease control; • Recognition and first aid treatment of sick animals. 	Yes/No

Part A Schedule 2 4.3	<p>Where staff are employed has a training policy for staff been written/completed including :</p> <ul style="list-style-type: none"> - annual appraisal - planned continued professional development - recognition of knowledge gaps - Use of online courses and literature <p>If no staff are employed the licence holder must demonstrate their own knowledge development.</p>	Yes/No
Part A Schedule 2 5.1	Has the licensee checked the premises for potential risks? Consider carrying out a documented risk assessment of each room/area of the premises including vehicles.	Yes/No
Part A Schedule 2 5.5, 5.6, 5.7, 6.4, 9.1 (ii)	Has a cleaning procedure for the whole premises including vehicles been written? Can all areas be easily accessed and is there sufficient lighting for cleaning	Yes/No
Part A Schedule 2 5.6, 9.1 (iii)	Has transportation procedure been written?	Yes/No
	Has an environmental enrichment program (to include exercising of the dogs) been written?	Yes/No
	Where dogs under one year of age are boarded has a documented process of how to meet there needs been written?	Yes/No
	Has a policy been written for monitoring new dogs into the premises?	Yes/No
	Are written procedures in place and implemented covering feeding regimes, to include administration of any medicines?	Yes/No
	Are written procedures in place and implemented covering cleaning regimes?	Yes/No
	Are written procedures in place and implemented covering transportation?	Yes/No
	Are written procedures in place and implemented covering the prevention of, and control of the spread of disease?	Yes/No
	Are written procedures in place and implemented covering monitoring and ensuring the health and welfare of all animals?	Yes/No
	Are written procedures in place and implemented covering the death or escape of an animal (including the storage of dead animals)?	Yes/No
	Are written procedures in place and implemented covering the care of the animals following the suspension or revocation of the licence or during and following an emergency?	Yes/No
	Have provisions for the isolation of sick or injured animals been made?	Yes/No
	Is there provision in place for the appropriate removal, storage and disposal of dog faeces	Yes/No
	If a veterinary practice has agreed to provide isolation facilities on your behalf they must provide a letter confirming this. If applicable has this been provided?	Yes/No
	Is protective clothing e.g. gloves, overalls, wellies available to be seen upon inspection for dealing with dogs in isolation?	Yes/No

	Have you registered with a local vet who can treat boarding animals if required?	Yes/No
	Do you have somewhere to safely secure prescribed medicines from unauthorised access?	Yes/No
	Do you use a disinfectant that is virucidal, bacteriocidal and safe for use around animals?	Yes/No
	A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.	Yes/No
	Do you have adequate public/employer liability insurance?	Yes/No
	If any person aged under 16 years resides at the premises, there must be written procedures in place to regulate the interactions between the dogs and that person. If applicable has this been completed?	Yes/No