Licence Conditions and Guidance for
Dog Breeding Establishments
Principal Legislation to which the following conditions apply

- Breeding and Sale of Dogs (Welfare) Act 1999

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1. INTRODUCTION

The 1973 Breeding of Dogs Act (‘the 1973 Act’) requires proprietors of breeding establishments to be licensed (see point 3 for the definition of a breeding establishment). Under the authority of the 1973 Act, local authorities may issue licences to proprietors of breeding establishments stipulating conditions which must be complied with by the licensee. No person is entitled to a licence if at the time he/she is disqualified from keeping a dog breeding establishment, pet shop or boarding kennels or if he/she has been disqualified from keeping dogs or other animals as a result of specified convictions for cruelty. However, a person aggrieved by refusal of a local authority to grant a licence or by any condition to which the licence is subject may appeal to a Magistrates’ Court.

The 1991 Breeding of Dogs Act (‘the 1991 Act’) extends the powers of inspection to unlicensed premises, excluding a private dwelling, and is discussed further at point 5 below. In addition, the Animal Welfare Act (2006) states that anyone responsible for an animal should take reasonable steps to ensure that the animal’s needs are met. These needs include:

- A suitable environment/place to live
- A suitable diet including fresh water
- The ability to exhibit normal behaviour
- Housed, as appropriate, either with or apart from other animals
- Protection from and treatment of pain, suffering, injury or disease


The ability of the breeder to meet the above needs should be taken into consideration when inspecting a breeding establishment.

It should be remembered that the aim of the licensing system is to ensure that minimum standards of animal health and welfare are maintained in breeding establishments. Licence conditions will inevitably vary; however, local authorities should bear in mind the principal aims as set out in Section 1(4) of the 1973 Act as well as the Breeding and Sale of Dogs (Welfare) Act 1999 (‘the 1999 Act’) which amends and extends the existing breeding of dogs’ legislation.

Whilst the legislation allows local authorities to specify any conditions in the licence that they consider necessary or expedient in a particular case, there is no power to impose other, unrelated, conditions in the licence. The local authority can, though, withhold a licence on grounds other than failing to satisfy Section 1(4). This discretion is referred to in that section. In addition, where a breeding establishment previously operated illegally and where the local authority believes it is necessary, prosecution proceedings may still be brought notwithstanding a licence being subsequently granted.

Throughout the text and as a licence condition, the following applies:

- Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or used in association with the breeding of dogs.
- Use of the term ‘kennel’ refers to combined sleeping and individual outdoor run areas unless otherwise specified.
2. HEALTH AND WELFARE

Where there is concern for the health and welfare of the dogs, veterinary advice will be sought. For breeding establishments licensed under the 1999 Act, there are a number of safeguards to protect the health and welfare of the bitch. For example, the number of litters a bitch is allowed to have in her lifetime is restricted to six. In addition, no more than one litter may be born in any twelve month period and bitches may not be mated if they are under one year old (see also Section 6 - Health and Welfare of the Breeding Stock and Litters).

3. DEFINITION OF A BREEDING ESTABLISHMENT

The 1999 Act amends the definition of a breeding establishment in the 1973 Act. A breeding establishment is defined as any premises where the business of breeding dogs for sale is carried out. The reference to five litters per establishment per year within the legislation is not a minimum threshold for requiring a licence. To be clear, an establishment breeding less than five litters would require a licence, where the dogs are bred for sale as a business.

In summary, a person is presumed to be carrying out the business of breeding dogs for sale where, they breed and sell more than two litters in a 12 month period, or during any 12 month period, five or more litters are born to his/her bitches which are:

- a) kept by him at any premises during any period of 12 months;
- b) kept by any relative of his at those premises;
- c) kept by him elsewhere; and
- d) Kept by any person under a breeding arrangement with him.

This presumptive test will not apply if a breeder is able to prove that none of the puppies born to bitches at their premises or under a breeding arrangement was in fact sold during the 12 month period.

4. INSPECTION OF BREEDING ESTABLISHMENTS

Upon application for a licence which has not previously been granted, the premises must be inspected by a veterinary surgeon appointed by the local authority and a local authority officer. For subsequent applications the local authority has discretion as to whether the inspection is carried out by a veterinary surgeon, or a person with the appropriate level of competence and a local authority officer, or both. A report, following inspection, shall be considered by the local authority before determining whether or not to grant a licence.

It is recommended that inspections are carried out well before the licence date for renewal to allow for any repairs and/or maintenance to be completed before the licence expires (see also Section 1 - Accommodation).

Once a licence has been granted, regular inspections may be carried out during the licence period (12 months) to protect the health and welfare of the dogs. Routine inspections would normally take place once or twice a year, but inspections may also be unannounced.
5. POWERS OF INSPECTION UNDER THE 1991 ACT

The 1991 Act empowers a Justice of the Peace to issue a warrant to any authorised person (e.g. local authority inspector) to enter, by reasonable force if necessary, and inspect unlicensed premises (excluding private dwellings) where the Magistrate is satisfied that there are reasonable grounds for suspecting that a dog breeding business is being unlawfully carried out without a licence.

It should be noted that although inspection of unlicensed private dwellings is specifically excluded under the 1991 Act, Section 1(3) allows a warrant to be obtained in relation to a garage, outhouse or other structure which belongs to the premises and therefore may be inspected under this section. Inspection of domestic premises is allowed where licensed.

6. COMMENCEMENT AND DURATION OF THE LICENCE

The duration of the licence is for one year, effective from either the day stated in the application or the day the licence is granted, whichever is the later.

The following persons cannot apply for a licence:

• If a person is disqualified under:
  (a) Protection of Animals Act (1911)
  (c) Animal Welfare Act (2006)

• If a person has been disqualified from keeping animals under any other:
  (a) Animal welfare legislation; or
  (b) Dog control legislation;

• A person under the age of 16 years of age shall not apply for a licence (Animal Welfare Act 2006)

• A person banned under the Animal Welfare Act (2006) may not have care and control of any animal and this will be taken into consideration when cohabiting with a person applying for any licence.

7. OFFENCES AND DISQUALIFICATION

The court has powers to order imprisonment for a term not exceeding three months and/or a fine not exceeding level 4 on the standard scale upon conviction for keeping a dog breeding establishment without a licence.

There are additional powers for the court to order cancellation of a licence, disqualification from keeping an establishment which is required to be licensed and disqualification from having custody of any dog specified. Where the offender is not the owner, there is provision to allow the owner to make representations.

Where a disqualification order has been made in respect of custody of a dog, the court may also make an order for any dog described to be delivered to a specified person and for the offender to pay for its care until permanent arrangements are made.

Upon conviction for intentionally obstructing or delaying any person in the exercise of their powers of entry or inspection as provided for by the Breeding of Dogs Act 1991, the maximum penalty is a fine not exceeding level 4 on the standard scale.
8. REQUIREMENTS OF THE 1973 ACT (as amended)

Section 1(4) of the Act states:
‘In determining whether to grant a licence for the keeping of a breeding establishment for dogs by any person at any premises, a local authority shall in particular (but without prejudice to their discretion to withhold a licence on other grounds) have regard to the need for securing:

a) that the dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;

b) that the dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals;

c) that all reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases;

d) that appropriate steps will be taken for the protection of the dogs in case of fire or other emergency;

e) that all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment;

f) that bitches are not mated if they are less than one year old;

g) that bitches do not give birth to more than six litters of puppies each in their lifetime; (see also Appendix A - Useful Information on Kennel Club registration of litters)

h) that bitches do not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; and

i) that accurate records (in a form prescribed by regulations) are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon authorised by the local authority to inspect the premises; and shall specify such conditions in the licence, if granted by them, as appear to the local authority necessary or expedient in the particular case for securing all the objects specified in the paragraphs (a) to (i) of this subsection.’

9. RECORD-KEEPING

Having regard to ‘...securing all the objects specified in section 1 (4) (a) to (i) ...’ above, it is essential that detailed records are kept covering all aspects concerning the health and welfare of the dogs since this will provide the inspector with valuable information on the adequacy of the various regimes in place within the breeding establishment. Records will also be helpful should problems arise and for supplying information to purchasers – completing puppy contract etc. Therefore completing and maintaining accurate records is regarded as essential.

The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments in England and Wales. These records must be kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority (see also Appendix C).

10. SALE OF DOGS

The 1999 Act establishes restrictions on the sale of dogs born at licensed breeding establishments. The keeper of a licensed breeding establishment has two methods of sale. He or she may either sell
a dog direct to its final home, provided the dog is not less than eight weeks old and the keeper does not know or believe that the buyer intends to sell the dog on. Alternatively, he or she is restricted to sell to licensed third parties, namely a licensed pet shop provided the dog is wearing a collar with an identifying tag or badge indicating the licensed breeding establishment at which it was born. Extreme caution should be exercised when selling puppies to third parties.

The Sale of Dogs (Identification Tag) Regulations 1999 (Statutory Instrument 1999 No 3191) require additional information to be shown on the identifying tag, namely the date of birth of the dog and any identifying number allocated to the dog by the licensed breeding establishment where it was born.

It is an offence for a licensed pet shop to sell a dog which, when it was supplied by the licensed breeder was wearing a collar with identification tag but was not wearing the tag when it was supplied to the purchaser.

11. MICROCHIPPING OF DOGS
The Microchipping of Dogs (England) Regulations 2015 requires that all dogs from 8 weeks old must be microchipped. This legislation states the details that must be held on the database that the microchip is registered to. It is the responsibility for the keeper of the dog to ensure that the requirements of this legislation are met.

12. TRANSPORT
Section 1(4) (e) of the 1973 Act is concerned with safeguarding the welfare of dogs ‘when being transported to or from the breeding establishment’. Dogs and puppies being transported under these circumstances should be properly supervised to ensure compliance with the obligations under the 1973 Act. In addition, proprietors must have regard to the Welfare of Animals (Transport) (England) Order 2006 and Council Regulation (EC) No. 1/2005 which relate to the protection of animals during transport.

13. INSURANCE
Employers Liability Insurance is mandatory for employers under the Employers Liability (Compulsory Insurance) Act 1969. Therefore if the business employs any staff then this insurance is required. It is recommended that Public Liability Insurance is considered when operating a breeding establishment. Whilst this is not compulsory, it would provide cover for the business should for example an accident occur to a member of the public whilst on the property. Insurance may be considered for matters such as veterinary fees. Certificates of Insurance must be prominently displayed at the licenced premises.

14. LICENCE DISPLAY
A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the breeding establishment.

15. PLANNING PERMISSION
It is the responsibility of the proprietor to ensure that they have the relevant planning permission for the business that is intended for the site.
LICENCE CONDITIONS

1. ACCOMMODATION

Definitions
The following definitions are provided for the purposes of inspection:

Kennel - this is the physical structure and area that consists of an indoor sleeping area and outdoor run

Run - A run is defined as an area attached to and with direct and permanent access from a kennel

Outdoor exercise area - a separate area from the kennel itself where dogs may, for example, exercise, play, interact with other dogs and people

Crate - a safe, secure area that a dog can go into for short periods of time. Usually consists of a wire frame with a removable tray in the base for bedding, but can also be plastic, or fabric. Uses include security, transportation or following veterinary advice. NB: this should only be a temporary enclosure for a dog and only where the dog is habituated to it

General

1.01 Condition
Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;

Breeding and Sale of Dogs Act 1973 S.1(4)(a)

Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest.

Guidance
This authority will have regard to Council of Europe guidelines (see Appendix B) and the Kennel Club Assured Breeder Scheme regarding guidelines for minimum kennel sizes. These sizes are not prescriptive. Therefore consideration will be given to the daily routine in place, the breed, and temperament and activity levels of the animals kept.

1.02 Condition
Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

Guidance
Bitches with litters should be provided with further space.

Kennel Construction

1.03 Condition
Where kennels are provided, within converted outbuildings, consideration shall be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.

Guidance
Wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching or chewing by dogs. Worn and splintered material is difficult to clean, harbours bacteria, viruses and so on, and allows the splinters to penetrate the animal’s skin.

1.04 Condition
All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury. Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

Guidance
All exterior wood should be properly treated against wood rot, e.g. tanalised. Only non-toxic products should be used.
The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings should be kept in good, clean, safe condition.

Security
1.05 Condition
The construction must be such that the security of the dog is ensured.
Fencing material must be safe and secure.

Guidance
Where galvanised welded mesh is used for fencing and cages or kennels, the wire diameter should not be less than 2mm (14 standard wire gauge) excluding any covering and the mesh size should not exceed 5cm (2in).

Walls and Partitions
1.06 Condition
Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

Guidance
Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary.
Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints should be sealed.
Partition walls between kennels and individual exercise areas should be of solid construction and of sufficient height to prevent direct nose-to-nose contact between dogs.
Partition construction may be solid from floor to ceiling, but this should not be to the detriment of other welfare considerations such as the dog’s outlook, lighting, ventilation. Suitable materials for the construction of partition walls include properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP) and pre-formed plastic surfaced board.
Constructing a solid partition provides a physical barrier to infection.
Floors

1.07 Condition
Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.

Guidance
It is recommended that new kennels should incorporate a damp proof membrane. All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.

1.08 Condition
Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.

Guidance
In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel. Communal exercise areas should also be suitably drained to prevent pooling of liquids.

Ceilings

1.09 Condition
Ceilings must be capable of being cleaned and disinfected.

Doors

1.10 Condition
Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

Guidance
Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped. Where metal edging is used, this should not present a risk of injury to the dog. Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility. When designing kennel doors, regard should be had to the health and safety of the person working in the kennel, for example, large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. A door which opens inwards may also reduce the possibility of escape.

Windows

1.11 Condition
Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

Guidance
When windows are so situated that they could pose a security risk, it is recommended that welded mesh or reinforced glass, polycarbonate or other impact resistant material is used.

**Drainage**

1.12 **Condition**
The establishment must be connected to mains drainage or an approved sewerage disposal system.

**Guidance**
Drainage channels should be provided near to the kennel edge so that urine cannot pass over walk areas in corridors and communal access areas. A separate drainage channel may be needed in the exercise area. Advice concerning waste water outlets should be sought from the Environment Agency and/or, the local authority.

**Lighting**

1.13 **Condition**
During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

**Guidance**
Where practicable this should be natural light.

1.14 **Condition**
Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

**Guidance**
It is recommended that breeding establishments should have a low level night light for use after daylight hours.

**Ventilation**

1.15 **Condition**
Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

**Guidance**
A balance should be struck between providing adequate ventilation while avoiding unnecessary loss of heat. Checks need to be made during the day and night to allow for temperature fluctuations. Ventilation is important in disease control. It provides protection against accumulation of odour and prevents excessive humidity. High humidity increases the risk of infectious bronchitis (‘Kennel Cough’).

**Kennel Design (Size, layout and exercise facilities)**

**Condition**
Kennels must be divided into sleeping and activity areas. Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.
Guidance
Special consideration should be given to whelping bitches and bitches in season. Kennels should cater for the maximum number of puppies having regard to the size of the breed and litter size. (See also Appendix B)
When constructing kennels, an appropriate design and correct materials should be used to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and risk of nuisance to persons in the vicinity of the site.
All parts of the kennel should be easily accessible to undertake thorough cleaning by staff.

1.16 Condition
Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.
Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
Exercise areas must not be used as sleeping areas
Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc.
In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.
The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.
Guidance
Depending upon the breed, consideration should be given to covering the whole of the runs.

Beds and Bedding
1.17 Condition
The bed must have clean bedding and be large enough for each dog to lie flat on their side.
Beds must be suitable to allow dogs to be comfortable, ie of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept.
Bedding must be capable of being easily cleaned and disinfected.
Guidance
All bedding material in use should be clean, non-irritant, parasite free and dry.
Chewing or destruction of bedding should not result in restricted access, rather alternative materials should be tried.

Number of Dogs Permitted
1.18 Condition
The maximum number of dogs to be kept at any one time is to be determined by the Local Authority (see also Appendix B).
The number of dogs permitted must relate to the number and size of the kennels or space available and will be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept will take into account the maximum likely litter size as well as the effectiveness of site management.

Guidance
This figure should include any dogs kept on the breeders’ premises which are not being used for breeding and must not be exceeded.

Temperature in Accommodation

1.19 Condition
Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

Guidance
There should be some part of the sleeping area where the dog is able to enjoy a temperature of between 10˚C to 26˚C. Temperature should be relevant to the type and breed of dog. If necessary, heating and/or automatic cooling/ventilation should be used to achieve this.

The materials used on the kennel exterior should offer adequate protection against temperature variations throughout the year. The difficulty of maintaining the ideal temperature is acknowledged; however, these are realistic temperatures and should not be exceeded in normal circumstances.

1.20 Condition
Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer’s instructions must be followed. Open flame appliances must not be used.

Guidance
There should be the ability to record temperatures at dog level. (See also Record Keeping at Section 6 – Health and Welfare of the Breeding Stock and Litters).

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature, then artificial means of counteracting this high temperature should be introduced.

Where temperatures fall below the recommended level, the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required. Failure to give adequate attention to construction and insulation may cause dogs to suffer and increase running costs. Geographical orientation will affect temperature, e.g. north facing openings make it difficult to maintain adequate heating levels. Correct orientation of the kennel will allow maximum use of natural light.

Cleanliness
(see also Appendix C - Cleaning Standard Operating Procedure (SOP))

1.21 Condition
All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained. An agreed SOP must be followed.

Each occupied kennel must be cleaned daily as a minimum.
Guidance
Regular disinfection should be demonstrated by keeping records of disinfecting regimes (see also SOP - Appendix C).

1.22 Condition
All excreta and soiled material must be removed from all areas used by the dogs as necessary.
All sleeping areas and bedding must be kept clean and dry.
Facilities must be provided for the proper reception, storage and disposal of waste.
Guidance
Advice should be sought from the Environment Agency or local authority concerning removal of waste such as dog faeces, soiled material and infectious material.

1.23 Condition
Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.
Guidance
Such pests should be adequately dealt with without delay to eradicate the infestation.

1.24 Condition
Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority.
Guidance
There is a range of cleaning regimes. The regime, for which all establishments should have a Standard Operating Procedure, should include:
1. Removal of solids
2. Washing
3. Disinfection
4. Drying
The physical collection of faeces is usual ('poop scoop’ or shovel and bucket). The use of detergent and water will ‘wash down’. Pressure hoses or steam cleaning will wash down more effectively. Bacteria, viruses, fungi need to be controlled by the sanitising process. Because disinfectant is washed away after a short period of time, the long term activity of chemicals used to control viruses, bacteria and fungi should be considered (see also SOP – Appendix C).
Great care should be taken when using any chemicals. Chemicals and materials should be used and stored correctly. Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily provide the best system. Professional advice should be sought for the most effective method.
(See column (v) – general orders)
Staff working from kennel to kennel further increases the risk of spreading disease. Staff should be trained in good kennel hygiene. Complete disinfection of kennel and equipment should be carried out between occupancies.
Whelping Facilities

**1.25 Condition**
There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

**Guidance**
Bitches should be moved to their whelping accommodation 60 days after mating or sooner if signs of imminent whelping are shown.

**1.26 Condition**
Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.

There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.

**Guidance**
Where a bitch is whelped in a domestic environment it is acceptable for a temporary disposable covering to be used. Varnishing wood will make it impervious.

**1.27 Condition**
The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.

**Guidance**
There should be an area maintained between 26°C to 28°C. This can be achieved with a local heat source such as a heat lamp. Puppies under four weeks of age should be kept at a temperature between 26°C (79°F) to 28°C (82°F) with provision for the bitch to move to a cooler area.

**1.28 Condition**
Bitches must be adequately supervised during whelping and records kept of:

- time of birth of each puppy
- puppies’ sex, colour and weight
- placentae passed
- any other significant events.

Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

**Bitches in Season**

**Guidance**
Consideration should be given to separating bitches in season and they should not be kept with entire male dogs.
2. MANAGEMENT

Person or Persons Running the Business

2.01 Condition
No person who has been disqualified by a court from dealing in animals, owning them, keeping them, participating in keeping them or involved with the transportation of them, will be granted a licence for a dog breeding establishment and/or pet vending business or permitted to have any involvement whatsoever in the running of such a business.

2.02
It is the responsibility of the licence holder to ensure that any persons that they may employ to assist them with the running of the business, either by means of a contract of employment, or on a voluntary basis, is not disqualified as described in condition 2.1 above.

General

2.03 Condition
Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals; BDA 1973 S.1 (4)(b)
The 1999 Act strengthens the requirements for dogs to be visited at suitable intervals.
The Animal Welfare Act (2006) sets out the Duty of Care which must be met by the person responsible for the animals.

Guidance
(See also Appendix I - Daily Routine SOP).

Supervision

2.04 Condition
A fit and proper person must always be present to exercise supervision and deal with emergencies.

Guidance
Any person with responsibility for supervision should be over the age of 16.
Where staff are employed, ideally a written training policy should be provided. Training of staff, whether permanent or temporary, should be demonstrated (via appropriate training records) to have been carried out on all aspects of the care of all ages of dogs and updated regularly. Staff should be adequately trained in the work they are expected to carry out. For example, in handling dogs safely and in procedures to be followed in the event of an emergency.
The following are regarded as essential topics to be covered in the training programme relating to the care of dogs: Animal Health and Welfare; Cleanliness and Hygiene; Feeding and Food Preparation; Disease Prevention and Control; Recognition of Sick Animals; Dog Handling; Health and Safety; Emergency Procedures, Normal Whelping and Responsible Breeding.
There are a variety of animal care courses available and staff should be encouraged to attend Relevant NVQs attained at Level 2 or the equivalent should enable staff to gain a minimum level of competency.
Numbers of staff

2.05 Condition
Numbers of staff must be appropriate for the breed/type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.

Guidance
Staff numbers will be of concern when there is evidence that the standards maintained or the condition and behaviour of the animals is being compromised, or where an unrealistic routine is in place.

2.06 Condition
Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document.

2.07 Condition
Establishing the number of staff required will require an assessment of the conditions at the establishment. As a guideline, it may be considered that a full time attendant may care for up to 20 dogs. In domestic environments, it is advisable for other members of the household, or dog sitters to be provided with guidance notes in regard to general day to day care – feeding, grooming, cleaning, exercise and compatibility issues – especially where several dogs, or breeds of dogs, are involved.

2.08 Condition
Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

Guidance
These checks should be more frequent when bitches are imminently due to whelp, whelping and puppies that are not yet weaned (See also Section 2 – Management and Section 6 – Health and Welfare of the Breeding Stock and Litters).

Environmental Enrichment and Exercise

2.09 Condition
Dogs must be provided with environmental enrichment and the ability to have some control over their environment.

Guidance
Toy and activity feeders that are changed regularly are ideal enrichment. There should be more toys or feeders than there are dogs in the kennel. The use of raised beds and the ability to move out of other dogs’ sight should be provided.

2.10 Condition
Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be kept permanently confined. Arrangements must be made for the dogs to be exercised at least twice a day.
Guidance
Exercise may also be provided by walking. Where dogs are exercised off the premises, reference should be made to the Clean Neighbourhoods Environment Act (2005) and the Control of Dogs Order 1992. The name, address and telephone number (including the emergency number) of the establishment’s veterinary practice should be displayed prominently preferably by the telephone.

Handling and habituation
2.11 Condition
Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour.

Guidance
An SOP for the socialisation and habituation of puppies from birth to the point of sale should be used (See appendix D and E on Socialisation and Habituation).

Food and Water Supplies
2.12 Condition
All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

Guidance
The dog’s weight should be monitored and recorded quarterly and diets adjusted where necessary, unless otherwise advised by a veterinary surgeon or a significant change in the dog’s weight/body condition is noticed.

2.13 Condition
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 and cleaned and disinfected or disposed of after each meal.

Guidance
If necessary, the veterinary surgeon should be consulted to advise. Special dietary considerations should be given to young and old dogs and to whelping and nursing bitches. Nutrition is particularly important during pregnancy and lactation and consideration should be given to the varying nutritional requirements of individual dogs. Body condition score should be monitored and feeding adjusted appropriately. (See also Annex F - SOP on feeding).

2.14 Condition
Dogs must be fed sufficiently well to maintain health.

Guidance
Officers will have regard to the general condition of the dogs and check on the quantity of food in store and the process of preparation.
**Weaning Procedures**

**2.15 Condition**
Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies. Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.

**Guidance**
Weaning should normally commence at 3-4 weeks old. The initial diet may be liquid progressing to solid food over the ensuing period.

**2.16 Condition**
During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

**Guidance**
Lactation will last until the puppies are weaned. Consideration should also be given to how many puppies the bitch is nursing. During lactation the bitch should be closely monitored for signs of complications (e.g. eclampsia). The feeding level required for the bitch after weaning will depend upon her body condition. Where a proprietary food source is used the manufacturer’s guide should be followed. Veterinary advice should be sought if in doubt.

Food provision can be used to enhance enrichment, for example through the use of devices increasing the time and effort taken to access food (e.g. puzzle feeders, activity balls, stuffed rubber toys). Where these are used they should be cleaned and disinfected thoroughly between each use. Where dogs are kept in pairs or larger groups, more devices should be available than the number of dogs, use should be monitored carefully to identify where aggression occurs. Dogs which show aggression associated with feeding, or when provided with food based enrichment, should be separated from other dogs prior to feeding.

**Kitchen Facilities**

**2.17 Condition**
Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs. Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided. A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

**Guidance**
A separate hand basin with hot and cold running water should be provided for staff.

**2.18 Condition**
Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests. Cross-contamination must be avoided.
Guidance
Dishes and bedding should be washed separately from domestic items.

First-Aid Kit for Dogs
2.19 Condition
A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

Guidance
A veterinary surgeon should be consulted concerning its contents and a competent member of staff should be in charge of its maintenance.

Isolation Facilities
2.20 Condition
Veterinary advice must be sought for any animal with a potentially infectious disease.

Guidance
Where advised, the dog should be isolated immediately and the procedure documented.

2.21 Condition
Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.

Guidance
Procedures should be in place, and understood by all staff, to prevent the spread of infectious disease between isolated animals and the other dogs.

2.22 Condition
Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.

Guidance
Intervening buildings and construction detail (i.e. window and door positions) should be taken into account because individual circumstances may significantly affect the recommended distance. For airborne diseases, ideally a distance of at least 5 m (15 ft). The requirement for 5 m distance between isolation facilities and the other dogs is based upon consideration of the distance that airborne infection can carry.

2.23 Condition
Hands must be washed after leaving the isolation facilities before handling other dogs.

Guidance
The use of disposable clothing is recommended. A management regime should be followed where an isolation case is being handled. For example, isolation cases must be cared for after all other dogs have been attended to. Records of the isolation cases and the management regime to be followed should be kept. (See also Record Keeping under Section 6 – Health and Welfare of the Breeding Stock and Litters).
2.24 Condition
Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

3. DISEASE CONTROL, VACCINATION AND WORMING

General

3.01 Condition
All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases; BDA 1973 S.1(4)(c). Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease.

All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

Guidance
Registered breeders should produce a health and welfare plan (see Appendix I) approved by a veterinary surgeon. This should be updated on an annual basis and needs to take into account the health, preventive treatment, socialisation, and welfare of the animals.

4. EMERGENCIES/FIRE PREVENTION

General

4.01 Condition
There must be Emergency Evacuation and Contingency Plans (see Appendix J) in place which meets approval with the local authority, and in consultation with the local authority.

Guidance
Contingency plans should also include consideration for alternative housing for a large number of dogs. For the occasions where it is not possible to evacuate the dogs to alternative locations other contingency measures should be in place, this may include long term provision of feed/water or euthanasia (see Appendix I on Euthanasia).

5. TRANSPORT

Section 1(4)(e) of the 1973 Act is concerned with safeguarding the welfare of dogs ‘when being transported to or from the breeding establishment’.

General

5.01 Condition
Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.

All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.

Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment.

Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.
Guidance
It is recommended that records are kept of the vehicles used when dogs are transported, as well as details of journeys undertaken (see Record-keeping section below at Section 6- Health and Welfare of the Breeding Stock and Litters). (See also the Welfare of Animals (Transport) (England) Order 2006). All vehicles are considered commercial and subject to EU Transport Regulation 1/2005.

5.02 Condition
Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.

Guidance
The transporting of distressed dogs should be avoided whenever possible.

When transporting animals, there is a general duty of care to protect them from injury or unnecessary suffering (see Article 4 of Welfare of Animals [Transport] [England] Order 2006) and to also ensure they are transported in suitable containers. If the transportation is carried out in connection with an ‘economic activity’, as defined by the Regulations, then there are further legal requirements to comply with under this legislation. Furthermore, there is a requirement under the Highway Code that animals should be “suitably restrained” when transported (Rule 57, Highway Code). Any vehicle used for transporting dogs should be suitable and have the correct ventilation and temperature control so that the dog remains comfortable during the journey, whatever the outside temperature. Dogs should not be left unattended in a vehicle for any length of time. Dogs should not be fed within two hours of a journey and should be exercised immediately before they are loaded to give them the opportunity to go to the toilet.

During a journey dogs should be securely and comfortably confined. If a dog is transported alone in a container, he or she should have enough space to stand, sit erect, lie in a natural position and turn around normally while standing up for long journeys. If transported with other dogs, there should be sufficient space for all the dogs to carry out all these behaviours without touching other dogs. If transporting adult dogs by road, sufficient breaks should be offered for water and the chance to go to the toilet.

5.03 Condition
Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 – Council Regulation (EC) No 1/2005).

Guidance
Where possible, puppies should be trained to stay calmly in a crate by using reward-based training prior to transportation.

6. HEALTH AND WELFARE OF THE BREEDING STOCK AND LITTERS

Mating

6.01 Condition
Bitches must not be mated if they are less than one year old.

BDA 1973 S. 1(4) (f)
Guidance

It is the responsibility of the licensee to make every reasonable effort to ensure that both sires and bitches are in good health prior to mating. This includes checking for the presence of both infectious and genetically inherited diseases which may affect the health of either parent or resulting puppies. Where necessary, veterinary advice should be sought. Breeding stock should be selected on their temperament and genetic health. Dogs that have required surgery to rectify an exaggerated conformation that has caused adverse welfare (e.g. an excessively flat face or short nose or eyelid abnormalities etc.) should not be bred from. Dogs with exaggerated conformations that may be associated with adverse welfare should not be bred from.

Maximum Number of Litters

6.02 Condition

Bitches must not give birth to more than six litters of puppies each in their lifetime. BDA 1973 S. 1(4) (g)

Twelve Months Between Litters

6.03 Condition

Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; BDA 1973 S.1(4) (h)

Social Contact for Dogs and Socialisation of Puppies

Adult Dogs

6.04 Condition

Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

Guidance

Social contact with other dogs may be achieved through pair or group housing, although the behaviour of individuals within each group should be monitored carefully for signs of aggression or fear. The compatibility of the dogs may vary depending on the stage of the breeding cycle (seasons and lactation) and this should be monitored carefully. Dogs which show behavioural signs of fear or anxiety associated with contact with other dogs may be better housed and exercised singly, as long as they are provided with sufficient human contact. They should not be used for breeding. A policy should be in place for monitoring the introduction of new dogs to existing groups in either domestic or kennel environments, to avoid stress to either new or resident animals. Bitches close to whelping, and when lactating should not generally be mixed with other adult dogs. On these occasions where dogs have to be kennelled on their own, the level of social contact with humans should be increased to compensate. When the social contact is provided by humans, the contact should be for the majority of the day. When dogs are kept in a kennel environment this should be the working day and in a domestic environment the normal waking hours of the household.
**Puppies**

**6.05 Condition**

Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.

**Guidance**

The early experience of puppies has a profound effect on their adult behaviour, and it is important that the facility has in place an adequate programme to socialise puppies and prepare them for life in a domestic environment. SOPs should be available so that all staff know how to appropriately socialise puppies.

Where bitches are anxious or aggressive when puppies are approached, this process should be gradual to acclimatise the bitch to the presence of people around the litter.

**6.06 Condition**

From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.

**Guidance**

This should include the sights and sounds in households, such as appliances, as well as differing surfaces on which to walk. Introduction to novel sights and sounds should be gradual so that puppies do not show a fearful response such as startling or withdrawal. Puppies should also be introduced to a variety of people including adults of both sexes, children of different ages, and wearing a variety of clothing styles.

**6.07 Condition**

To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

**Guidance**

They should also ideally be introduced to non-aggressive and healthy, vaccinated adult dogs in addition to the bitch. However, it is also important for puppies to start to learn to be separated from others, so should be separated from litter mates and the bitch for short periods from the age of six weeks. During periods of separation there should be human social contact.

Household sounds may occur naturally in domestic environments but could be achieved through the playback of recordings for dogs housed in kennels.

**Record Keeping**

*(See also Appendix A)*

**6.08 Condition**

Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises; BDA 1973 S. 1(4) (i)

The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.
A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, microchip number, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie, private owner or pet shop).

**Guidance**

Accurate records showing matings and whelpings will be essential. Additional records will provide useful information to the local authority inspectors should problems arise. It is suggested that this information should include:

- The details and number of all dogs kept on the premises, including movement on and off the premises;
- Oestrus dates of breeding bitches;
- Microchip numbers and database provider that the microchips are registered to (See Condition 7.2 for further details on microchip requirements);
- If the dogs are KC or breed association registered, these numbers should also be recorded;
- Where dogs are under a breeding arrangement, the details of such dogs, together with their whereabouts;
- Vaccination and worming records and details of other veterinary treatment given;
- Cleaning and disinfecting regimes (see also SOP);
- Feeding and exercise routines;
- Accommodation temperatures;
- Details of any isolation cases and the management regime in place;
- Details of vehicles used for transporting dogs,
- Time and length of journeys taken. Records should also show which dogs are transported and their destination;
- Date and cause of death if known;
- Number of dogs required to be euthanised, reason for euthanasia, date of euthanasia and the name of the veterinary surgeon in attendance;
- Number of breeding bitches retired, details of each individual breeding bitch’s microchip (or other permanent identification) number, outcome for the bitch e.g. rehomed and to where
- If dogs have come from abroad, specific additional information should be recorded.
- Health Plan (Annex I)
- Health screening test results;
- Puppy contract

This list is by no means exhaustive.

Documentation should also be routinely provided to purchasers of puppies, for example as a ‘puppy pack’, including information on the puppy’s diet, worming history, five generation pedigree where relevant, any parental or puppy health check results, any veterinary treatment or ongoing medication, health insurance, socialisation history, and advice on ongoing care. Purchasers of puppies should also receive a puppy contract (AWF/RSPCA), and full contact details of the breeder.
7 SALE AND IDENTIFICATION

Sale of Puppies
7.01 Condition
The keeper of a licensed breeding establishment shall only sell puppies by one of the following two methods.

a) He or she may sell a dog direct to its final home, provided the dog is not less than eight weeks old and the keeper does not know or believe that the buyer intends to sell the dog on.

b) He or she may sell to licensed third parties, namely a licensed pet shop provided the dog is wearing a collar with an identifying tag or badge indicating the licensed breeding establishment at which it was born.

Guidance
The Sale of Dogs (Identification Tag) Regulations 1999 (Statutory Instrument 1999 No 3191) require additional information to be shown on the identifying tag, namely the date of birth of the dog and any identifying number allocated to the dog by the licensed breeding establishment where it was born.

Microchip/Identification
7.02 Condition
Puppies must be microchipped by the breeder prior to sale. It is the responsibility of the breeder to provide details of the microchip and the register that it is linked to. The Microchip register must have the following details:

a) the full name and address of the keeper
b) where applicable, the fact that the keeper is also the breeder
c) if the keeper is the breeder and is licensed by the local authority under the Breeding of Dogs Act 1973(6)—
   i. the breeder’s licence number; and
   ii. the name of the local authority by which they are licensed
d) the original name or identification number given to the dog
e) the contact telephone number (if any) for the keeper
f) the name given to the dog by the keeper, if that is different to the details recorded pursuant to sub-paragraph (d)
g) the sex of the dog
h) the breed of the dog, or a description if it is a cross-breed
i) the colour of the dog
j) the most accurate estimate of the dog’s date of birth which the keeper is capable of giving
k) the unique number of the microchip implanted in the dog

Note: “breeder” means any keeper of a bitch which whelps, whether or not they carry on a business as a breeder of dogs.
1999 No. 3192
ANIMALS, ENGLAND AND WALES
The Breeding of Dogs (Licensing Records) Regulations 1999

Made - - - - 29th November 1999
Laid before Parliament 7th December 1999
Coming into force - - 30th December 1999

The Secretary of State, in exercise of the powers conferred on him by section 1(4)(i) and (4A) of the Breeding of Dogs Act 1973(a), hereby makes the following Regulations:

1.-(1) These Regulations may be cited as the Breeding of Dogs (Licensing Records) Regulations 1999 and shall come into force on 30th December 1999.

(2) These Regulations shall not extend to Scotland.

2. For the purposes of section 1(4)(i) of the Breeding of Dogs Act 1973, the records referred to in that section shall be in the form set out in the Schedule to these Regulations.

Home Office
29th November 1999
Parliamentary Under-Secretary of State

(a) 1973 c. 60, as amended by section 2 of the Breeding and Sale of Dogs (Welfare) Act 1999 (c. 11).
## SCHEDULE

**FORM OF RECORD TO BE KEPT BY LICENSED DOG BREEDER FOR EACH BREEDING BITCH**

Regulation 2

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Address where kept</th>
<th>Breed</th>
<th>Description*</th>
<th>Date of mating</th>
<th>Details of sire**</th>
<th>Male</th>
<th>Female</th>
<th>Details of Litter</th>
<th>Total number in litter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of Birth</td>
<td>Weight</td>
<td>Description*</td>
<td>Date of birth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Enter name (in the case of puppies), colour, identifying features (if any) and registration number (if any).

** Enter name, address where kept, breed, colour and registration number (if any).

*** Enter date of sale, and name, address and status (for example, private/pet shop) of purchaser.
EXPLANATORY NOTE

(This note is not part of the Regulations)

The Breeding of Dogs Act 1973, as amended by the Breeding and Sale of Dogs (Welfare) Act 1999, requires the local authority to have regard to certain matters in determining whether to grant a licence for the keeping of a breeding establishment and about which conditions must be included in the licence. One such matter is that accurate records should be kept at the premises and made available for inspection (section 1(4)(i) of the 1973 Act).

These Regulations, which do not apply to Scotland, prescribe the form in which those records must be kept.
APPENDIX B – Minimum Kennel Sizes

Council of Europe guidelines: Kennel size

• The kennel area should be large enough to allow separate sleeping and activity areas.
• The kennel must be sufficiently large to allow each dog to be able to walk, turn around and wag its tail without touching the sides of the kennel, to play, to stand on its hind limbs and to lie down without touching another individual.
• The minimum kennel size should be at least 4m² for dogs under 20kg, and 8m² for dogs over 20kg. This should be increased in relation to size, and number of dogs, such that both the length and width are sufficient for all the dogs to lie outstretched at all angles with neither their tail nor snout touching the walls or another individual.
• Bitches with litters should be provided with double this space allowance.
• For post weaned stock, the following minimum enclosure dimensions and space allowances should apply (taken from Council of Europe (2006)):

<table>
<thead>
<tr>
<th>Weight of dog (kg)</th>
<th>Minimum enclosure size (m²)</th>
<th>Minimum floor area/animal (m²)</th>
<th>Minimum height (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5</td>
<td>4</td>
<td>0.5</td>
<td>2</td>
</tr>
<tr>
<td>Over 5 to 10</td>
<td>4</td>
<td>1.0</td>
<td>2</td>
</tr>
<tr>
<td>Over 10 to 15</td>
<td>4</td>
<td>1.5</td>
<td>2</td>
</tr>
<tr>
<td>Over 15 to 20</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Over 20</td>
<td>8</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

• For dogs over 30kg these sizes should be scaled up accordingly and should be proportionate
APPENDIX C – Cleaning SOP

Cleaning
In a domestic environment the hygiene measures that are normally used in a household will also protect the welfare and health of the dogs. Faeces should be removed from the exercise areas on a daily basis to reduce the likelihood of infection and to prevent any roundworm larvae from maturing.

When adult dogs are kennelled there is likely to be a greater level of contamination and therefore cleaning should be more structured.

Daily: remove all soiled material and wash contamination away using detergent if necessary. Dry after cleaning. Remove soiled bedding and replace with clean. Hose down and dry exercise areas where impervious material is used. Dispose of faeces according to waste regulations.

Weekly: remove all furniture from kennels, hose down using disinfectant and allow to dry before returning furniture. Replace all bedding.

Litters of puppies require a more intensive cleaning regime.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using detergent and dry while the litter is being exercised.

Recently whelped bitches require even more work.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using disinfectant twice daily and replace bedding while the bitch is being exercised.

Bleach – Sodium Hypochlorite

Bleach is commonly thought of a disinfectant and does have some disinfectant properties. However it is not as effective at killing bacteria, viruses and fungi as more commonly used commercial disinfectants and it may cause toxic effects to animals and staff as well as degrading the structure of the building. Bleach acts as an oxidiser and is therefore corrosive to both materials and animals. High concentrations can cause ulceration of the skin and mucous membranes (inside the mouth and conjunctiva). If mixed with some other disinfectants it can release toxic gases that are harmful to both humans and animals causing severe respiratory distress. Generally bleach is not a suitable disinfectant for use in animal premises.
APPENDIX D – Socialisation SOP

Socialisation of puppies to people

Principles

Puppies need to meet a range of different people during their ‘socialisation period’ (between about 3 and 12 weeks of age) to ensure that they accept contact with people as a normal and positive part of life. During this period, puppies learn what is ‘normal’ in their environment and what to expect in different circumstances. It is therefore important for all puppies to learn that contact with all sorts of different people is a normal part of life. They also need to learn about the various types of interaction that people have with dogs. For example, they need to accept being handled all over, picked up, their feet being handled and cleaned, ears examined, coat groomed, and nails cut. They also need to learn about the various things that people do, for example, coming in and out of the house/kennel area. They also need to learn that sometimes people interact and play, but at other times they may be present but not interacting with the puppies.

The aim of a structured socialisation programme is to give puppies the best chance of coping well with the various types of people, circumstances in which they appear, and ways in which they interact with dogs, before they are homed to a domestic environment. In order to ensure that they develop a positive perception of people, it is important for the introduction of new experiences to be gradual and controlled. It is also important that puppies are not already anxious or fearful when they interact with people, as this will increase the risk that they will associate contact with a negative experience.

Preparation

• Plan in advance how you will ensure that puppies experience different types of people. All puppies should have contact with a minimum of four people. This should include at least one person of each gender. It should also include at least one person who is above retirement age. Puppies should also experience controlled contact with children. Ideally this should include at least one older child (> 8 years), and also a baby or toddler. For safety, children should only have contact with puppies under the supervision of their parents or responsible adult. Where access to young children is not feasible, puppies should be exposed to the noises of babies and young children using good quality recordings.
• Prepare in advance any items which will help broaden puppies’ experience of people. For example, having a brightly coloured and rustling jacket (as worn by postmen or delivery people), a motorcycle helmet, a cap, a back-pack, a pushchair, a zimmer frame and an umbrella available will mean that people engaged in socialising the puppies can introduce puppies to items that they will commonly see associated with people as adults.
• Ensure that puppies are in an environment in which they are familiar before socialisation starts
• Make sure that you have toys and food treats available before starting the socialisation sessions
• Socialisers should be familiar with behavioural signs of anxiety in puppies to ensure appropriate intensity of interaction for individual puppies

Socialisation to different types of people

• Puppies should be familiar and confident with their main carer before the introduction of further people. This person should spend time playing and interacting with puppies until all of the puppies in the litter approach the carer voluntarily on entering the kennel/room. Where individual puppies show signs of fear or anxiety, such as cowering at the back of the pen, moving away, trembling, or pulling back on contact, they should be given additional attention. This should involve the carer being quiet and calm, crouching or sitting a short distance away from the puppy and encouraging the
puppy to approach. Approach should be rewarded with food treats. Interaction with nervous puppies should develop with gentle stroking on the chest area: avoid putting the hand directly towards the puppy’s head as this may be perceived as threatening. With increased confidence, the puppy can be gradually stroked on the shoulder, back, flanks and head.

• Once all puppies in a litter confidently approach and interact with their main carer, a programme of introduction to other people can be started. Puppies’ response to the introduction of one other person should be evaluated first. Signs of fear or anxiety in individual puppies should be addressed as by the main carer. Once puppies confidently interact with the second person, further new people can be introduced. These should include adults of both genders.

• When puppies are confidently interacting with a number of adults in a familiar environment, they can be introduced to people in different circumstances. For example they should experience people coming and going through a threshold (e.g. door in a household), and meeting people when they are in an outside garden or run.

• The socialisation programme can then be expanded to include contact with children where possible. Older children can interact with puppies, but should be instructed how to appropriately handle and play with puppies before the interaction begins. Contact with children should be supervised at all times to prevent the occurrence of negative experiences for either puppies or children. Where younger children or babies are introduced to puppies, they should be held by their parents. Should direct contact with children be impossible, puppies should experience the range of noises made by babies and children through use of a good quality sound recording (see SOP for introducing noises to puppies).

• Puppies should be given additional experience about the variation in the ways people might appear to them through the use of ‘props’. For example people can interact with the puppies wearing a fluorescent jacket, motorcycle helmet or backpack. They can also walk past the puppies using a ‘zimmer frame’ or pushing a push chair or trolley. These experiences will help puppies to learn that all these variations of how people appear are a normal part of life.

Ensuring puppies are familiar with different types of interaction

• In the domestic environment, dogs need to accept that people come and go regularly from the house, and that this is not a cause for either anxiety or excitement. They also need to learn that periods of contact with family members sometimes involves interaction, but sometimes also periods when people are busy doing other things. In addition, puppies need to accept all the things that people regularly do with their dogs, such as examining their ears, smoothing them all over, reaching over them, stepping over them, drying their feet and grooming them.

• To ensure that puppies accept as normal people coming and going into a household, ensure that they experience this during the socialisation period. Puppies need to accept that it is normal for people to come and go out of their environment, and that this is neither scary, nor necessarily predictive of positive interaction. This can be achieved by asking friends or neighbours to come in and out of the area in which puppies are housed. They can be asked to sometimes ignore puppies during short visits, and sometimes interact with puppies, but only doing so once they are calm and quiet.

• To ensure that puppies have appropriate expectations of human contact they need to spend time with people when they experience play and interaction, but also periods where people are present but not interacting with puppies. This will better simulate their life with people after re-homing than always expecting people to engage in interaction with them. The latter expectation commonly develops where puppies are housed away from normal family activity and people only go in to see
the puppies to play or interact with them. To make sure that puppies which are housed in kennels or quiet areas of the house develop appropriate expectations of interaction, ensure that family members spend time with the puppies when interaction does not occur, for example by sitting quietly and reading a book or watching TV.

- Every puppy should be handled all over by at least four people. They should also be picked up and cuddled, have their feet and ears examined, and be turned over. Throughout all of these interactions puppies should be observed carefully for signs of fear or anxiety. Should such behaviours occur, interactions should stop, and be subsequently re-introduced in a manner that the puppy finds less threatening.
APPENDIX E – Habituation of Puppies SOP

Habituation of puppies to household and potentially aversive noises

Principles
The aim of giving puppies experience of noises before they are homed is to ensure that they perceive such noises are ‘normal’ and ‘unimportant’ to protect against the development of fear responses later in life. In order to achieve this, every puppy needs to be exposed to noises at such a volume that they never show signs of anxiety or fear. In this way, sounds become a normal part of each puppy’s experience. Before starting this program, you should make sure that you are familiar with behavioural signs of anxiety and fear in dogs.

It is important that puppies are not already anxious or fearful when they first hear noises, as this will increase the risk that they will associate the noises with a negative experience. It is therefore important to ensure that puppies are relaxed, or engaged in positive behaviours such as play, before exposure to noises. Noises need to be first presented at a low volume to ensure that none of the puppies show signs of anxiety. It is better to start at a very low volume, where noises are barely audible to the human ear, to ensure that no puppies respond negatively. The puppies need to be observed to ensure that no signs of anxiety or fear occur. They should continue playing or interacting as if nothing different has happened. Where no signs of anxiety or fear are identified, the volume of the sound can be slightly increased in the subsequent session. This process is repeated, with the volume of noises increased gradually over sessions, ensuring that the puppies do not react in a negative manner. Should any puppy show signs of anxiety during a session, the sound should be stopped immediately. Once the puppy is relaxed again, the sound should be repeated but at a lower volume, such that the puppy no longer reacts. Subsequent increases in volume should be made in smaller increments.

Preparation
• Plan in advance how you will ensure that puppies experience a range of household noises, such as washing machines, vacuum cleaners, doorbells, telephones, radio or TV, and food mixers. In a domestic environment, this may be through direct exposure as events occur in the household; in kennels good quality recordings of these noises may be required. These are available commercially (e.g. ‘Sounds Sociable’ is a CD with a range of noises for puppy habituation).
• Consider how you will ensure that puppies will be exposed to sounds which do not occur in the household, such as fireworks, gunshots, traffic and thunder. These sounds are usually best introduced in a controlled manner using good quality recordings. Direct exposure of puppies to loud noises such as fireworks risks causing a fear response in some individuals.
• Ensure that puppies are in an environment in which they are familiar before habituation starts
• Make sure that you have toys and food treats available before starting the habituation
• Ensure familiarity with behavioural signs of anxiety in puppies to ensure appropriate levels of noise exposure at each stage

Habituation to household noises
• In a domestic environment, habituation to most household noises may occur through everyday exposure. For this to occur, puppies need to spend some time in areas of the house where normal household appliances and routines occur. Where puppies are housed in a quiet area of the house, moving them to busy parts of the house for periods of time is beneficial. Exposure to louder, potentially aversive sounds, such as vacuum cleaners should be gradual. For example, initially a switched off vacuum cleaner can be left in an area occupied by puppies. Subsequently, the appliance
can be moved around, whilst switched off. The next stage may be to have the appliance turned on but immobile and in an adjacent room, then in the same room, and finally both turned on and moving. During all stages of habituation, puppies should be observed carefully for signs of anxiety and fear. Where these occur, the appliance should be turned off, and subsequent sessions start again at a lower level of exposure.

- Where puppies are housed entirely in quiet areas of a house or in kennels, exposure to household noises is through playing recordings of noises. Noises should be played at times when puppies are engaged in positive activities, such as play. Recordings should be initially played at a low volume, such that they are just audible to people, and the volume increased over subsequent sessions provided that puppies do not show signs of fear. Recordings should include those noises to which dogs will commonly encounter in the domestic environment, such as telephones, doorbells, vacuum cleaners and washing machines.

**Habituation to non-household noises**

- Prepare or acquire good quality recordings of relevant noises in advance. The noises which commonly cause fear and anxiety in dogs are: fireworks, traffic, trains, aeroplanes, gunshots, hot air balloons and thunder. Recordings should enable the presentation of these sounds as separate elements (e.g. the ‘whizz’ and ‘bang’ of fireworks presented separately as well as together), and include the variations in types of noise which dogs are likely to encounter later in life (e.g. shotgun and rifle sounds).
- Ensure that puppies are in a familiar environment, associated with positive experiences (e.g. an area where the puppies are brought out to play). Have toys ready, and ensure there are enough people present to engage the puppies in play.
- Set up the recording in advance, so you are sure that it will play at a very low volume initially. Also start by presenting the separate elements of complex sounds if possible.
- Engage the puppies in play before starting the recording.
- Observe the puppies, and make sure none show signs of fear or anxiety. If this occurs, then stop the sound immediately. Continue to play with puppies until all are relaxed and engaged positively in play. Subsequent exposure to the sound should be at a lower volume, such that signs of anxiety or fear are not induced.
- Where puppies remain engaged in play during the recording, the volume can be slightly increased during the next session, provided puppies do not show signs of fear or anxiety.
- The protocol should be repeated dependent on the puppy’s reaction, with the volume of recordings increased on each occasion.

**Homing puppies**

When puppies are homed, ensure that their new owners are informed of the level of habituation achieved with them. Encourage new owners to continue with the programme of habituation once the puppy is settled in its new home, emphasising the importance of the programme in preventing a serious behaviour problem in their new pet. Advise the new owner how to continue with the programme, emphasising the importance of gradual exposure.
APPENDIX F – Feeding SOP

Feeding

Adults: adult dogs (over 6-8 months old depending on breed) should be fed twice daily to provide environmental enrichment as well as nutrition. The food should be appropriate for the dog’s lifestyle and age, and consistent. Any significant changes should be made over a period of several days. Adults should also be given food in a variety of food toys that are changed on a daily basis. Care should be taken that competition for food is not going to result in aggression between dogs.

Pregnant and lactating bitches: The nutritional requirements for pregnant and lactating bitches are significantly greater than for other adult dogs. The food should be appropriately high quality and bitches should be fed more frequently according to the schedule below:

Pregnant 0 – 4 weeks: xx times daily *
Pregnant 4 – 6 weeks: xx times daily *
Pregnant > 6 weeks: xx times daily *
Lactating 0 – 2 weeks: xx times daily *
Lactating 2 – 4 weeks: xx times daily *
Lactating 4 – 7 weeks: xx times daily *

Puppies also require more frequent feeding with food appropriate for growth according to the table below:

<table>
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<th>Age</th>
<th>Food</th>
<th>Frequency</th>
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<tr>
<td>3 – 4 weeks</td>
<td>*</td>
<td>* times daily</td>
</tr>
<tr>
<td>4 – 6 weeks</td>
<td>*</td>
<td>* times daily</td>
</tr>
<tr>
<td>6 – 8 weeks</td>
<td>*</td>
<td>* times daily</td>
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</tbody>
</table>

* Insert details as appropriate

After the age of four weeks puppies should be fed in individual bowls and supervised to ensure that each puppy eats its fair share of food. When necessary, individual puppies may need to be removed during feeding if they are not eating all their own food.

Hygiene: All food and water bowls should be thoroughly washed at least once daily. Utensils used for distributing food should be washed between feeding sessions. All food should be kept in vermin proof containers. Food should be measured to ensure that every dog receives an appropriate amount of food.

In a domestic environment different utensils should be used to deal with dogs’ food and feeding utensils should be washed separately from those used by the people.

In a kennel environment there should be a separate kitchen to prepare dogs’ food and this should be cleaned with appropriate cleaning fluids after each feeding session.
APPENDIX G – Health & Welfare Plan

Breeding establishment veterinary health plan

The veterinary health plan for a breeding establishment is a statement of requirements of routine veterinary treatment. It may not be necessary for all breeding establishments to cover all the issues suggested. A list of those issues that should be included for consideration, usually in consultation with the breeder’s veterinary surgeon, in establishing a health plan is below:

Primary vaccination regime;
Booster vaccination regime;
External parasite treatment regime (breeding stock and puppies);
Internal parasite treatment regime (breeding stock and puppies);
Microchip implantation and registration regime;
Socialisation and habituation programme for puppies
Pet insurance cover for puppies
Routine health check arrangements;
Review of cleaning regime;
Review of quarantine/isolation arrangements.

The health plan should be produced in consultation with the establishment’s veterinary practice and must be signed and stamped by the attending veterinary surgeon.

Medicines

All medicines should have a current Marketing Authorisation for sale in the UK, within its expiry date, and used as per instruction. They should be stored in a suitable secure cabinet. They should be protected from light and extremes of temperature.

Prescription Only Medicine – Veterinary (POM-V) medicines should only be used for the specific animals to which they are prescribed. The specific veterinary instruction should be followed.

Non Food Animal Medicine – Veterinary, Pharmacist and Suitably Qualified Person (NFA-VPS) and Authorised Veterinary medicine – General Sale List (AVM-GSL) medicines should be used in accordance with the manufacturer’s guidelines.

Contagious/infectious diseases on the premises

All dogs subject to this licence should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis and Canine Parvovirus unless vaccination is contraindicated on the direction of the Veterinary Surgeon and recorded on individual dogs’ records. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

Vaccination records should be kept for each dog and be up to date according to the vaccine manufacturer’s datasheet unless certified by the veterinary surgeon.

Adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs and zoonosis among dogs and visitors. Records should be kept of all vaccination and worming regimes (See also Record Keeping – Section 6).

Infectious canine bronchitis (‘Kennel Cough’) can be problematic in kennels, and staff should be aware of the clinical signs. However, because vaccination will depend on the local level of infection, it is recommended that the advice of a veterinary surgeon is sought.

Parasitic control should be in the health plan and the log book and should also show treatments and prevention routines for external parasites including fleas, mites, lice and ticks. Appropriate treatment must be carried out if they are found on any of the dogs. When treating these infestations
it is important to take account of the life cycle of the parasite in order to achieve maximum control or even eradication. For instance, simply killing the adult flea is unlikely to provide adequate control. Several mange mites affect dogs, including Demodex folliculorum, Sarcoptes scabiei and Cheyletiella, species, all of which attack the skin, and Otodectes cynotis, which is most commonly seen in the ears. Any of these infestations can cause illness in puppies and older dogs. Some of these parasites can cause disease in humans. Ringworm (a fungal infection) can also be passed to humans. Early diagnosis and thorough treatment of both dogs and environment is essential if the disease is to be controlled. The veterinary surgeon should be consulted if any of these conditions is suspected or known. Particular care is required with pregnant bitches and suckling puppies when using treatments for these infestations. For the control of roundworms, pregnant and nursing bitches should be given additional worming treatment. Breeding bitches require particular attention and veterinary advice should always be sought. As a rule of thumb, it is suggested that bitches are wormed before mating and then again after the 41st day of pregnancy with an appropriate anthelmintic. The bitch should be wormed at the same time as the puppies, every two weeks from two to twelve weeks of age. Thereafter it is recommended that puppies should be wormed at regular intervals, according to manufacturer’s instructions (often monthly until 6 months of age). From 26 weeks of age into adulthood, worming should be carried out routinely – at least 4 times per year. Advice concerning dogs with tapeworms should be sought from the veterinary surgeon. **Health status of dogs** There should be a daily physical inspection of every animal to check for any signs of illness or distress. Advice from a Veterinary Surgeon should be sought where a dog shows signs of disease, injury, or illness or behavioural disorder. If dogs are imported from abroad, appropriate health testing should be carried out.
APPENDIX H – Emergency Evacuation/Contingency SOP

Introduction
All appropriate steps will be taken for the protection of the dogs in case of fire or other emergency; Breeding and Sale of Dogs Act 1973 S. 1(4)(d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where dogs are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of leads/baskets/cages) rendezvous point and designated holding area for animals. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each kennel block /for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire / risk to dogs. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment
1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person’s safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire
• Leave fire area immediately
• Close all doors behind you
• Alert occupants of building by sounding alarm (if present) or yell “Fire”
• Telephone Fire and Rescue Services dialling 999 from a safe location
• Evacuate animals when it is safe to do so to the designated holding area
• Use exit to leave building

Upon Hearing of a Fire Condition
• If safe, staff can assist with evacuating animals / occupants
• Leave building via nearest safe exits
• Close doors behind you
• Remain Calm
• Proceed to the designated RV area

Fire and Evacuation Action Plan

Planning Your Escape

You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment. Think of another way out in case the normal route is blocked. Know where door and window keys are kept. Know where spare leads/baskets/cages are stored. Know where the RVP/Holding areas are.

If you discover a fire

Leave fire area immediately. Close all doors behind you. Sound the alarm and call 999 from any phone. Stay calm, speak clearly and listen to the operator. Where safe to do so, assist others to evacuate and remove animals to the safe holding area. If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way. If there is a lot of smoke, crawl along floor where the air will be cleaner. If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.

Contacts in an Emergency

(enter details here)

• Proprietors name and Telephone Number(s)
• Supervisors Name and Telephone Number(s)
• Establishments Veterinary Surgeons Name(s) and Telephone Number(s)

(enter details here)

• Telephone at (enter location)
• Emergency equipment at (enter location)
• RVP at (enter location)
• Animal Holding area at (enter location)
• Fire Extinguishers located at (enter location)
• Keys kept at (enter location)

RVP = Rendezvous Point

The onus is upon the breeding establishment to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large breeding establishments are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers. The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.
APPENDIX I – Daily Routine SOP

Daily routine

Daily routine should be set out in detail so that dogs can be cared for in an emergency or when owners are away by a person with minimal knowledge of them. The following should be set out:

- **Dogs’ (pet) names, ages and general character traits** (likes & dislikes) – who mixes best, exercises, plays or sleeps with whom and general care and management of groups of dogs, where applicable.

- **General Timetable** for (daily duties) waking, feeding, cleaning, exercising, grooming and sleeping arrangements. This may also provide specific or non-specific designated periods during the day when carers may leave the dogs unattended, provided the dogs are left in a secure and safe environment (indoor/outdoor kennel, fenced enclosure or kitchen/utility room) – a maximum of 3/4 hours per day being a suggested time.

- **Feeding schedules** (for each dog) containing explicit details as to the times, place, quantities, type of food required. This may be the same or several times each day or vary according to the needs of the dog(s).

- **Cleaning schedules** – what is required and when, what cleaning materials are to be used and means of disposal. This will include washing, drying and (frequency of) replacement of dogs’ bedding and places (dog beds, utility room/kitchen, outdoor or indoor kennel) where the dog(s) rest/sleep and exercise (outdoor enclosures, exercise pens, gardens, paddocks etc).

- **Exercise/play** – (for each dog), or groups of dogs with explicit direction as to whether dogs are to be exercised/walked separately, or in groups and when, where, how frequently, for what length of time. Exercise may be taken in a fenced enclosure, paddock, garden, on and off the lead (private/public road, parks, woodland, fields etc). No dog(s) to be removed from the premises (other than for exercise) without (verbal/written) explicit permission from the owner.

- **Grooming** – (for each dog). Including daily brushing/combing of coat, general care (teeth, ear cleaning, bathing etc). Bathing or washing may be required, dependent on how dirty the dog becomes during the course of the day/night, or in the event that it becomes unwell (sickness, diarrhoea etc). Unless fully qualified or approved (by qualification and/or prior agreement between owner and carer), trimming of coat, or nails, with either scissors or clippers will generally not be required. Should this be necessary, ability (qualification) or willingness to carry out such a task should be discussed prior to the owner leaving the premises.

- **Medication** (prescriptive and/or holistic) (for each dog) – oral (by mouth), or topical (applied externally), or by injection, if and when required – a time and check list (before, with or after mealtimes or specific time of the day) for administration should also be provided. If use of daily injections is required, for example for diabetic dogs, special instruction should be provided to the satisfaction of both the owner and carer, or arrangements made for a veterinary visit, if preferred.

- **Contact information Sheet** providing contact details for absent owner, Veterinary Surgeon, Dentist, Doctor, Plumber, Electrician (for household/carer requirements), etc and other family or friends who might be needed to be contacted for assistance in an emergency.

- **Special paperwork** (example attached**) to be signed by both owner and carer as to both daily responsibility and in the event of urgent veterinary attention, especially, if or when, euthanasia becomes a clinical necessity. This may be more applicable in the event that any, or some, of the dogs are elderly or clinically infirm or in case of accident. The Veterinary Surgeon, looking after said dog(s), should be advised prior to the owner’s absence, especially for long periods of time.
(holiday/business) that a carer is in sole charge. In any event, all effort must first be made to contact the owner prior to a decision by the Vet that euthanasia is the only option.
# ANNEX J – Template Inspection Proforma

## Licence Conditions Inspection Sheet for Dog Breeding Establishments

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Inspection</th>
<th>Breeding</th>
<th>Rescue</th>
<th>Boarding</th>
<th>Tick boxes V/X</th>
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<td>Signature</td>
<td>Full Inspection</td>
<td>Part Inspection</td>
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<td>Address of Establishment</td>
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<td>Insurance</td>
<td>Pest Control policy/contract</td>
<td>Breeders Vet details displayed</td>
<td>Accident Book (H&amp;S)</td>
<td>Emergency Contact displayed</td>
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<td>Has copy of Licence Con &amp; Legislation</td>
<td>Register and Back up</td>
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### Non Domestic Establishment
- Domestic Establishment
- Semi-outdoor/indoor
- Number of dogs
- Number of Units
- Litters (present)
- Litters (planned)
- Number of Staff

### Metal
- Brick
- Wooden
- Other

### Index

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<td>Health and Welfare Plan: Registered Vet</td>
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<td>Emergency</td>
<td>Monitoring: Emergency Evacuation and Contingency Plans</td>
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<td>Transport</td>
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<td>Health and Welfare of the breeding bitch</td>
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### Comments
## ANNEX J – Template Inspection Proforma

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## ANNEX J – Template Inspection Proforma

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**ADDITIONAL NOTES**