1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

1.1 The purpose of the report is to inform Members of the changes to the pet animal welfare licence conditions and seeks approval for the implementation of a licensing scheme for home boarders of dogs.

1.2 The report seeks to bring to the attention of Members that there are revised model licence conditions for pet shops, dog breeding establishments and catteries which the Council would like to implement. The documents are lengthy - 30 pages, 48 pages and 37 pages respectively so the reference ISBN has been included in background papers. The Council would like to compare the businesses with the new conditions at the next licence renewal and give the businesses a reasonable time period to comply with the conditions.

1.3 The report also seeks approval to allow future licence conditions to be approved and amended by the Head of Planning, Development and Regulatory Services rather than by the Licensing committee.
2. **RECOMMENDED ACTION**

2.1 That the report be noted.

2.2 That the conditions attached for the home boarding of dogs as in Appendix 1 be agreed.

2.3 That a new fee structure for home boarding of dogs to start immediately that splits home boarders into 3 categories, as detailed in Appendix 2, be agreed.

2.4 That the Head of Planning, Development and Regulatory Services be given delegated authority to alter the conditions where new national model conditions are issued for Pet Shops, Dog Breeding and Animal Boarding.

2.5 That the Head of Planning, Development & Regulatory Services be authorised to allow the licensees for existing licensed premises a reasonable period of time in which to comply with those conditions where the businesses would require substantial structural alterations.


3. **POLICY CONTEXT**

3.1 At your meeting on 24 April 1998, Members delegated to the Head of Environment & Consumer Services, powers to grant, issue or renew licences on application, for animal boarding establishments subject to the applicants satisfying relevant licence conditions. This applied to kennels and catteries.

3.2 National model licence conditions for home boarding of dogs were issued by LACORS (Local Authorities Coordinators of Regulatory Services) in 2005. Home boarding is the ‘home from home’ service to look after dogs in other persons homes other than the dog owner’s home when the dog owner is unable to do this due to holidays, or temporary ill health etc.

3.3 In 2005 LACORS decided that cats where not a suitable species for home boarding and so there are no conditions for home boarding of cats and we would not licence a home boarder who wanted to board cats.

3.4 At your meeting on 5th January 1998, Members delegated to the Head of Environment & Consumer Services, powers to grant, issue or renew licences on application for pet shops and approved the conditions for pet shops.

3.5 At your meeting on 7th April 1998, Members delegated to the Head of Environment & Consumer Services, powers to grant, issue or renew licences on application, for dog breeding establishments subject to the applicants satisfying relevant licence conditions.
3.6 On 27th January 2015 the Full Council confirmed the delegations register where the Head of Planning, Development and Regulatory Services rather than Head of Environment & Consumer Services was able to grant, issue or renew all animal welfare licences on application.

4. THE PROPOSAL

4.1 Current Position – Home Boarding

4.1.1 Dog or cat Animal Boarding Establishments must be licenced under the Animal Boarding Establishments Act 1963. The licence covers kennels, catteries and the home boarding of dogs. Home boarding includes the boarding of a dog(s). It includes overnight stays and day creches where the dog stays during daytime hours only. Currently the Council has only agreed via committee for licence conditions for catteries and kennels and not home boarding establishments.

4.1.2 The Council has licenced 1 home boarder. The conditions attached to that licence have not been approved by committee and we therefore have no grounds on which to enforce the conditions. Intelligence suggests there are approximately 20 businesses providing home boarding within Reading. Some of these will use several contracted home boarders to meet demand which would all require individual licences. The Council has received 2 recent applications from existing home boarders who wish to be licensed.

4.1.3 Neighbouring Authorities of Wokingham & West Berkshire shared service and Bracknell Forest Council already licence their home boarders.

4.1.4 The current fee for home boarding is £184 per year however it is clear that the amount of work and the amount of income generated from the business varies greatly depending on the size of the business.

4.1.5 If the Licensee fails to comply with the condition of the licence s/he could be prosecuted and on summary conviction be subject to a fine of £500 or to a term of imprisonment not exceeding 3 months. If a person is aggrieved by the conditions imposed or if s/he is refused a grant of a licence, he can appeal the decision via the Magistrates Court.

4.2 Current Position – Other Animal Welfare Licences

4.2.1 Dog Breeding establishments require a licence under the Breeding of Dogs Act 1973 & Breeding and Sale of Dogs (Welfare) Act 1999 where licensees breed and sell more than 2 litters per year or 5 or more litters are born per year. The licence conditions were amended nationally in January 2014 to reflect current practice. Reading Borough Council currently has 1 licensed breeder only.

4.2.2 All pet vendors require a licence which will reflect animal husbandry, animal physiology and welfare. The licence conditions were amended nationally in
September 2013 to reflect current practice. There are currently 5 licensed pet shops.

4.2.3 There are new model conditions for traditional animal boarding establishments such as catteries which were issued in November 2013 and further updated in June 2015. There is a working group looking at the current licence conditions for kennels and it is likely that these new conditions will be published within the next 12 months. There is currently 1 licensed kennel only and no catteries in Reading.

4.3 Current Position - Fees

4.3.1 All animal welfare licensees included above must apply annually for a licence and a fee paid to the Council to cover the Licensing of the premises. A licence is granted subject to conditions being attached including the number and type of animals. The licence expires on 31st December each year. The Localism Act 2011 and the Provision of Services Regulations 2009 means that the licence fee must be based on the cost of administering the licence. This fee does not include the services of a Veterinary Surgeon should specialist advice be required. Veterinary Surgeons will be used based on risk but where they are involved veterinary fees would be recharged to the business. Currently the fees are as follows which were benchmarked against neighbouring LAs.

<table>
<thead>
<tr>
<th>Licence Type</th>
<th>Fee (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet Shop - small</td>
<td>203</td>
</tr>
<tr>
<td>Pet Shop - large</td>
<td>570</td>
</tr>
<tr>
<td>Dog Breeding</td>
<td>300</td>
</tr>
<tr>
<td>Kennel/cattery</td>
<td>351</td>
</tr>
<tr>
<td>Home Boarding</td>
<td>184</td>
</tr>
</tbody>
</table>

4.4 Options Proposed - Home Boarding

4.4.1 Section 5 of the Animal Boarding Establishments Act 1963 states that the running of an animal boarding establishment is "the carrying on by him at premises of any nature (including a private dwelling) of a business of providing accommodation for other people's animals". Therefore any person carrying on a business of boarding animals requires a licence under the 1963 Act.

4.4.2 The Council has a duty to specify such conditions in the licence as appear to be necessary for securing; the suitability of accommodation and whether the animals are well fed, exercised and protected from disease and fire.

4.4.3 The conditions attached in Appendix 1 have been amended to reflect the comments made by the consultees at the recent consultation. Once agreed these conditions will be sent to the national working group for home boarding in order to allow them to use any of these conditions in their model standards.
It is likely that national model conditions for dog home boarding will be issued within the next year.

4.4.4 The current licence fee of £184 does not reflect the difference in size of boarding establishment and the difference in time required to consider the licence and issue it. The consultation process indicated that there was concern regarding the fee particularly amongst the small boarders of 1-3 dogs including resident dogs as it is often associated with extra pin money during peak holidays periods of the Summer, Easter or Christmas. There was also concern that where a licence is applied for part way through the year until the end of December that the cost would be prohibitive to start up as the year progressed if an annual fee was applied. The new fees reflect these concerns in that they are banded according to the establishment size and the licence in year 1 will be pro-rata during year 1 with a minimum fee of £63 for small home boarders to cover admin. Thereafter we are encouraging return boarders by introducing an ‘early bird rate’ to cover renewal licences to be completed and paid up to 31 October, a standard fee and a ‘late payment rate’ which covers renewals after 31 December. The early bird rate and late payment rate will reflect the reduced/additional admin required to chase applications and payment. The new licence fee structure would start immediately. To encourage existing home boarders to apply for their licence they will be given the opportunity to apply before 30 September 2015, providing the Council with a full application and the annual licence fee. When the licence is granted it would cover them until 31st December 2016 effectively giving them the first 3 months free.

4.5 Options Proposed - Other Animal Welfare Licences

4.5.1 There are specialist working groups for each type of licence and conditions are being amended as issues about enforcement come to light. As the conditions are changing regularly, it would be more expedient if officers were able to change the conditions without the need for a committee report. Any change in conditions would be introduced gradually to allow businesses an opportunity to comply. Any changes to conditions would be the subject of a consultation with the trade and all Councillors before the Conditions were implemented. If there were any concerns about the new conditions, a report would be brought before this Committee.

4.5.2 It is proposed that tacit consent should not apply to application for Animal welfare licence applications listed in the report. Under the European Service Directive, and the Provision of Services Regulations, applications for certain authorisations (ie. licences and permits) are deemed to be granted if an application is not processed within a specific time period. If a LA considers that this outcome would be undesirable, for example on grounds of animal welfare or public safety, it should be clear that tacit consent will not apply.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 All animal boarding establishments in Reading Borough will be affected by these proposals which seek to ensure that animal boarding establishments
follow the objectives of the legislation as described. By adopting these conditions it provides for a consistent approach to enforcement and a level playing field is promoted across neighbouring local authorities.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 A limited consultation was undertaken with stakeholders, interest groups such as RSPCA, National Pet Sitters Association, City of London Animal Centre and local vet services to receive feedback on the boarding conditions. Their conditions were taken into account and a summary of the comments are in Appendix 3. Any persons who responded to the consultation has also been invited to the Licensing Committee hearing.

7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
   • eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
   • advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
   • foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 Equality Impact Assessment (EIA) is not relevant to the decision as this legislation is purely for animal welfare.

8. LEGAL IMPLICATIONS

8.1 The Animal Boarding Establishments Act came into operation on 1st January 1964. However the home boarding of dogs is a relatively new activity to be covered by this licence.

8.2 The inspections for the home boarding will either be carried out by in-house officers or using the existing Section 101 agreement with the City of London for Veterinary Services as they have expertise in this area and already inspect home boarding establishments for other LAs.

8.3 The scheme of delegation was confirmed at full Council on 27th January 2015.

9. FINANCIAL IMPLICATIONS

9.1 The cost of inspecting and licensing animal boarding premises will be met by the licensing fee. The licensing fee is comparable with neighbouring Local Authorities.

9.2 Where enforcement action is required, it is not covered within the licence fee. Similarly where there is an unlicensed boarder the enforcement action required to regulate the home boarder will not be included in the fee.
9.4 The new fee structure will take account of the difference in size of the home boarder’s establishment and their ability to make income. It will also take account of the reduced admin where a home boarder re-applies for a further year’s licence without prompting from the LA.

10. **VALUE FOR MONEY**

10.1 The fee represents full cost recovery and has been benchmarked with other neighbouring local authorities.

11. **RISK ASSESSMENT**

11.1 There are numerous home boarders who advertise on the internet and there will be pressure from existing home boarders to ensure these businesses are licensed. Where home boarders are refusing to be licensed this will incur enforcement action which is not accounted for in the fee for the other licence holders.

11.2 This is a growth industry and the fees represent value for money for the businesses.

12. **BACKGROUND PAPERS**

10.1 Animal Boarding Establishment Act 1963
Pet Animal Act 1951
APPENDIX 1

LICENCE CONDITIONS FOR HOME BOARDING OF DOGS - OVERNIGHT AND DAY CRECHE
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

1. INTRODUCTION

1.1 Home boarding is defined as the carrying on of a business at a premises of any nature (including a private dwelling) of providing accommodation for other people’s dogs. It covers boarding overnight and as well as day crèche facilities. The business must be in the geographical area covered by Reading Borough Council.

1.2 Reading Borough Council may inspect the premises at any reasonable time to ensure the licence conditions are being followed.

1.3 The Licensee or applicant will be guilty of an offence if:
   a. A boarding establishment is operated without a licence
   b. The establishment is found not to be complying with the conditions specified in the licence by Reading Borough Council.

1.4 Where the licensee or applicant is guilty of an offence, they may be prosecuted. Where convicted the licensee/applicant may be subject to a fine at level 2 and/or imprisonment and the revocation of the licence.

1.5 Where a person is convicted of any offence under this Act or any other animal related legislation, the court may disqualify him from holding a boarding establishment licence.

1.6 Reading Borough Council can refuse to grant a licence. The applicant has the right to appeal this decision to the Magistrates’ Court.

2. GENERAL CONDITIONS

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

2.2 If premises are located in a residential area, the premises must be maintained and managed so as to be suitable for the boarding of dogs in such an area.

2.3 The licensee must conduct the business to the satisfaction of the Authority, in such a way as to prevent noise and/or smell nuisance to neighbouring premises.

2.4 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
2.5 A written training policy for all persons involved in the business must be provided. Systematic training of staff must be demonstrated to have been carried out. Persons involved in the day to day running and operation of the business should have undertaken training in canine first aid.

3. LICENCE DISPLAY

3.1 A copy of the licence and its associated conditions must be made available to each client.

4. NUMBERS & TYPE OF ANIMALS

4.1 No dog registered under the Dangerous Dogs Act 1991 or dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) must be accepted for home boarding.

4.2 Entire males and bitches in season or bitches due to be in season during the boarding, including resident dogs must not be boarded together.

4.3 Puppies that have not completed their course of inoculations must not be boarded.

4.4 When puppies have completed their inoculations they can only be boarded in the same premises as other dogs including resident dogs with the written permission of the owner of the puppy. Puppies must only be socialised with 1 other dog at a time including resident dogs. Puppies include dogs up to 6 months.

4.5 The licensee must state the maximum number of dogs (resident and boarded) that they wish to look after during the day/overnight on the application form. The application form must be accompanied by a plan (photos and floor plan) of how the dogs would be boarded if they had to be separated during their stay because of aggression or infectious disease. The Licensing Authority reserves the right to reduce the maximum number of dogs if the application does not meet these goals. If a maximum of 1 boarded dog and no resident dogs is required this plan is not necessary. The maximum number of dogs will be entered on the licence certificate. This licence covers a single time period of up to a year and will expire on 31st December each year.

4.6 Only dogs from the same household may be boarded at any one time unless the licence holder has secured the specific written consent of each household to confirm that they are content for their dogs to be boarded with others.

4.7 Dogs must be separated in secure areas when left unattended and must also be fed separately. Dogs should be separated according to family groups ie. those dogs that normally live together.
4.8 There should be a trial familiarisation period relevant to the type of boarding required.

4.9 A resident cat should have its own secure safe space and where relevant access to outside.

4.10 There must be a robust risk assessment relating to the risk associated with loss of control when walking dogs in a public place where they may encounter ‘other’ dogs off lead.

5. FACILITIES

5.1 Dogs must live in the home as family pets. There must be no external or internal construction of buildings, cages or runs.

5.2 There must be adequate space, light, heat and ventilation for the dogs.

5.3 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.

5.4 There must be sufficient space available to be able to keep all dogs separately if required.

5.5 When moving dogs by car, a suitable vehicle with a dog guard, seat belt restraints or secure crates in the rear must be provided.

5.6 Dogs must not be kept in crates within the dwelling or outside of the dwelling, except with the written consent of the owner and then only for short time periods of less than 1 hour in 24 hours for the purpose of feeding or a short rest period.

5.7 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material if necessary.

6 CLEANLINESS

6.1 All bedding areas must be kept clean and dry.

6.2 All areas where the dogs have access to, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

6.3 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with
infectious diseases. The final route for all such waste shall comply with current waste regulations.

6.4 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

7. FOOD AND WATER SUPPLIES

7.1 All dogs shall have an adequate supply of suitable food as directed by the client.

7.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

7.3 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

7.4 Food must be stored hygienically in appropriate containers and be inaccessible to dogs.

8. DISEASE CONTROL, ISOLATION AND VACCINATION

8.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, carers and visitors.

8.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (L. canicola and L. icterohaemorrhagicae), Kennel Cough, Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded. No dog with a known infectious disease must be boarded.

8.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

8.4 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
8.5 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period as specified by a Veterinary Surgeon before new boarders are admitted.

8.6 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and in any vehicles used as part of the business.

8.7 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.

8.8 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites, ticks and fleas.

8.9 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

9. **SUPERVISION**

9.1 A fit and proper person with relevant experience must always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

9.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time.

9.3 The Licensee will be required to make a robust assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property. No home where there are children under 5 years of age will be licensed unless there is a robust risk assessment around how the separation of dogs and children will be maintained.

9.4 Only people over 16 years of age are allowed to walk the dogs in public places.

10. **EXERCISE**

10.1 Dogs must be exercised in accordance with their owner’s wishes. If dogs are taken off the premises, they must be kept on leads unless with the owner’s written permission.

10.2 The Licensee must clean up after any dog in their care has fouled.

10.3 There must be access to a suitable outside area. Where the dog is being boarded, the area / garden used must only be for use by the homeowner (not shared with other residents) and must be kept clean.
10.4 The outside area of the premises where the dog is being boarded or any place where the licensee has control over the land and is used as part of the business must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.

10.5 Precautions must be in place to ensure that dogs do not escape through any exit door when opened.

10.6 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name and emergency telephone number of the boarder.

10.7 The Licensing Authority & Dog Warden Service must be informed within 1 working day if a dog is lost.

11 FIRE / EMERGENCY PRECAUTIONS

11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

11.2 The occupier of the property must be aware of the location of the dogs in the property at all times.

11.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

11.4 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.

11.5 All doors to rooms must be kept shut at night.

11.6 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables / wires.

11.7 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.

11.8 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

11.9 In the event of serious incident such as a house fire, long term loss of utilities, serious illness of Licensee or quarantine of the home, arrangements must be made to ensure the dogs are safe, secure have adequate welfare until
they can be returned to their owners or a responsible adult that has been nominated by the owners.

12. **CLIENT AGREEMENT AND REGISTER**

12.1 The Client must sign an agreement for their dog(s) to be home boarded. The agreement should contain as a minimum:

a. Name of dog and microchip number
b. Description, breed, age, gender of the dog and whether intact or neutered
c. Name, address and telephone number of owner or keeper
d. Name, address and telephone number of emergency contact person whilst boarded
e. Name, address and telephone number of dog’s veterinary surgeon
f. Permission to seek veterinary treatment
g. Proof of current vaccinations, medical history and requirements
h. Health, welfare, nutrition and exercise requirements
i. Permission to walk dog off lead where applicable
j. Permission to be boarded with other dogs including resident dogs if applicable
k. Permission to be boarded with a resident cat if applicable.

12.2 A register must be kept of all dogs boarded. The information kept must include the following:

a. Name of Dog
b. Date of arrival
c. Date of departure.

12.3 For repeat boarders the client agreement must be updated annually. Sooner, where there has been a change in contact details, dog behaviour or medical care required.

12.4 Such agreements & the register should be available for inspection at all times by an officer of the Licensing Authority or a veterinary surgeon.

12.5 The agreement & register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

12.6 If medication is to be administered, this must be recorded on a separate medical sheet.

12.7 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.
Appendix 2: - Animal Boarding - Home Boarding Fees 2015/16

<table>
<thead>
<tr>
<th>Topic</th>
<th>Annual Licence Fee (£)</th>
<th>Minimum Fee(^4) (year 1) (£)</th>
<th>Pro-rata monthly rate(^5) for year 1 (£)</th>
<th>Early Bird Rate(^6) (Renewals only) (£)</th>
<th>Late payment Rate(^7) (Renewals only) (£)</th>
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</thead>
<tbody>
<tr>
<td>Grant/Renewal - small home boarder(^1)</td>
<td>111</td>
<td>63</td>
<td>9</td>
<td>90</td>
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<tr>
<td>Grant/Renewal - medium home boarder(^2)</td>
<td>148</td>
<td>84</td>
<td>12</td>
<td>126</td>
<td>169</td>
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<tr>
<td>Grant/Renewal - Large home boarder(^3)</td>
<td>228</td>
<td>133</td>
<td>19</td>
<td>206</td>
<td>249</td>
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<tr>
<td>Licence Variation - no of dogs or applicant</td>
<td>121</td>
<td>70</td>
<td>10</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Notes:
1 Small Home Boarder - boarder who takes 1-3 dogs including resident dogs
2 Medium Home Boarder - boarder who takes 4-6 dogs including resident dogs
3 Large Home Boarder - boarder who takes 7+ dogs including resident dogs
4 Minimum fee - new home boarders must pay a minimum fee for year one to cover administration only. This is equivalent to 7 months of the fee. Initial home boarder applications will be charged either the minimum fee or the pro-rata fee whichever is higher.
5 Pro-rata monthly rate - used to licence new home boarders where the licence expires at end of 31\(^{st}\) December. The pro-rata rate will be used where the length of the first licence is longer than 7 months. Every full and part month from the date of application up until the end of December will be included in the licence fee.
6 Early Bird Rate - Where renewal is made by 31\(^{st}\) October for a licence starting on 1 January of the following year. It takes account of reduced admin as no renewal reminder will be sent and the licensee will have to proactively apply
7 Late Payment Rate - where renewal is made after 31\(^{st}\) December for a licence that starts on the following day (ie. 1\(^{st}\) January). This takes account of the additional admin for reminders sent to licensees.

To encourage all existing home boarders to apply for their home boarding licence and comply with the conditions and licensing arrangements, licensees will be asked to pay the full ‘annual licence fee’ up front as appropriate to their business size. The licence will then cover them until 31\(^{st}\) December 2016 hence they will receive the first 3 months free. In order to be considered as an existing home boarder, the licence fee and application must be received by 30th September 2015. Thereafter any licensee will be considered as a new boarder rather than an existing home boarder.
Appendix 3 - Consultation Findings Report - Home Boarding of Dogs

Summary

1. Introduction

Model licence conditions exist for the home boarding of dogs. Most local authorities in the region including West Berkshire & Wokingham, South Oxfordshire, Bracknell Forest and Basingstoke have adopted home boarding conditions. The existing model conditions were written about 10 years ago and the industry has seen much development in this time. The model conditions are also to a certain extent reflective of a kennel environment. There are new model conditions promised within the next year.

It has been recognized that Reading has not provided a level playing field for home boarders as businesses can trade here with no regulation. The consultation is designed to introduce the boarders to home boarding licence conditions and have their feedback based on their existing experience.

2. Methodology

Dog home boarders were contacted who were advertising on the internet and from persons who had called us previously to enquire about dog home boarding.

20 home boarders, 4 local veterinary establishments and 3 charity/professional groups were contacted. All were contacted by email apart from 1 case who indicated that they did not have access to the internet so the information was sent out by post. The persons were given an opportunity to respond by letter, email or via a website which had limited access so as not to allow persons without a professional interest in dog boarding to respond. Reminder emails were sent out near the end of the consultation period as well which elicited a few additional responses.

Regular tweets were also sent out via the Communications team but no responses were received from this method.

3. Findings

7 of the dog boarders responded and 2 of the professional/professional groups only responded.

Respondents were asked to comment generally on the conditions. 4 of the 9 respondents did not have any comments or were contributing to national guidelines and did not want to be part of our consultation or thought the conditions were a brilliant idea. There were five respondents including one
respondent who replied at length with reasons why some of the conditions would not work and why and suggestions of what would work.

The concerns focused on the following areas:

a. The pricing structure, which was not part of the original consultation but the views were taken into account. The concern was that many home boarders have 3 or less dogs and that the fee for the licence would discourage home boarders. There was also concern that businesses starting mid-year to coincide with the summer holidays and so would be licenced for just half a year but would pay the whole year fee.

b. Specific conditions relating to boarding dogs and cats in the same household or dogs from different households boarded together. Also the boarding of entire males and bitches in season and due to be in season.

c. Enquiry over the age of a puppy.

d. Enquiry over whether children under 5 should be in premises with boarded dogs.

e. Dogs with infectious diseases being boarded.

f. Enquiry over vaccination of dogs and whether dogs in households with 1-2 dogs require vaccination.

g. Views for and against the keeping of the owners tag as well as the boarding tag on the dog whilst it is being boarded.

h. Concerns over the numbers of home boarders who advertise on the internet and what system we will use to identify them and ensure that they are licenced.

4. Conclusions

The Licence conditions have been changed to reflect the valuable points raised by the consultation. We will also be maintaining a list of licensed home boarders on the Reading Borough Council website and working with businesses to ensure that they are correctly licensed and that members of the public have an opportunity to use licensed home boarders.