

18 December 2020



Public Protection Partnership  
Environmental Health and Licensing  
Wokingham Borough Council  
Shute End  
Wokingham  
Berkshire  
RG40 1WW

Our Ref: HB065  
Your Ref:  
Please ask for: Licensing  
Tel No: 01635 519419  
E-mail: [licensing@wokingham.gov.uk](mailto:licensing@wokingham.gov.uk)

Dear

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

I enclose your **Home Boarding Licence** granted under the above mentioned regulations.

The recommendation from the inspector was for a **Four star rating Two year licence** – copy of the inspection report provided via email of today's date.

**Please note the expiry date on the licence. Whilst we will endeavour to send you a reminder, it remains your responsibility to apply to renew your licence in advance of the expiry date.**

I would also like to remind you that the granting of this licence does not imply approval under any other legislation or activity controlled by other Council departments.

Yours sincerely

*Jayne Squires*

**Jayne Squires  
LICENSING SERVICE  
PUBLIC PROTECTION PARTNERSHIP  
A SHARED SERVICE PROVIDED BY BRACKNELL FOREST COUNCIL, WEST BERKSHIRE DISTRICT  
COUNCIL AND WOKINGHAM BOROUGH COUNCIL**

Encs:

**Licence number: HB065**

# Animal Activity Licence

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

The licence has been granted by Wokingham Borough Council subject to the attached conditions and in pursuance of the provisions of the **The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**.

<b>Licence holder:</b>	<b>Mrs Rachel Pavitt</b>
<b>Licence holder address:</b>	
<b>Trading name:</b>	<b>Pav's Pooches</b>
<b>Licensed premises address:</b>	<b>16 Frensham Road Crowthorne Berkshire RG45 6QH</b>
<b>Licensed activity:</b>	<b>Home Boarding Licence</b>
<b>Star rating:</b>	<b>Four Star</b>
<b>Licence start date:</b>	<b>18/12/2020</b>
<b>Licence expiry date</b>	<b>17/12/2022</b>

Please see annex 1 for activity specific information and annex 2 for an explanation of star ratings.



.....  
Authorised Officer  
Dated: 18 December 2020

## List of Annexes

- Annex 1. Activity specific information
- Annex 2. Explanatory notes
- Annex 3. General conditions
- Annex 4. Activity specific conditions

## Annex 1: Activity Specific information:

Maximum number of dogs to be home boarded:	5
Number of dogs resident at the property:	3
Maximum number of dogs to be present at any one time:	8

## Annex 2: Explanatory notes:

### Star Ratings:

Licences are issued a star rating based upon the inspection.

**Table 1 – The Scoring Matrix**

<b>Scoring Matrix</b>		<b>Welfare Standards</b>	
		<b>Minor Failings</b> (existing business that are failing to meet minimum standards)	<b>Minimum Standards</b> (as laid down in the schedules and guidance)
<b>Risk</b>	<b>Low Risk</b>	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence Min 1 unannounced visit within 24 month period
	<b>Higher Risk</b>	<b>2 Star</b>	<b>2 Star</b>

Should you wish to appeal against the rating that you have been given, please contact the Licensing team to discuss your options.

### Variation of licence

The licence holder is requested to contact the Licensing team should a need arise to vary any of the information included within the licence.

### Grounds for suspension, variation without consent or revocation of a licence

A local authority may, without any requirement for the licence holder's consent, decide to suspend, vary or revoke a licence at any time on being satisfied that:

- the licence conditions are not being complied with,
- there has been a breach of these Regulations,
- information supplied by the licence holder is false or misleading, or
- it is necessary to protect the welfare of an animal.

### Death of a licence holder

- In the event of the death of a licence holder, the licence is deemed to have been granted to, or renewed in respect of, the personal representatives of that former licence holder.
- In the circumstances described in paragraph (1), the licence is to remain in force for three months beginning with the date of the death of the former licence holder

or for as long as it was due to remain in force but for the death (whichever period is shorter) but remains subject to the provisions in Part 3.

- (3) The personal representatives must notify in writing the local authority which granted or renewed the licence that they are now the licence holders within 28 days beginning with the date of the death of the former licence holder.
- (4) If the personal representatives fail so to notify the local authority within the period specified in paragraph (3), the licence shall cease to have effect on the expiry of that period.
- (5) The local authority which granted or renewed the licence may, on the application of the personal representatives, extend the period specified in paragraph (2) for up to three months if it is satisfied that the extension is necessary for the purpose of winding up the estate of the former licence holder and is appropriate in all the circumstances.



### **Annex 3: General Conditions - consistent with Schedule 2 of the Regulations**

#### **Licence display**

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.
- 1.2 The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

#### **Records**

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by an inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

#### **Use, number and type of animal**

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises on which the licensable activity is carried on.

#### **Staffing**

- 4.1 Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.

#### **Suitable environment**

- 5.1 All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.

- 5.2 Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to—
- (a) their behavioural needs,
  - (b) its situation, space, air quality, cleanliness and temperature,
  - (c) the water quality (where relevant),
  - (d) noise levels,
  - (e) light levels,
  - (f) ventilation.
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained and the accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress.

**Suitable diet**

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.



- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- 6.6 Where feed is prepared on the premises on which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

**Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals' physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored and advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to—  
(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and  
(b) become habituated to noises, objects and activities in their environment.

**Animal handling and interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals and no animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

**Protection from pain, suffering, injury and disease**

- 9.1 Written procedures must—  
(a) be in place and implemented covering—  
(i) feeding regimes,  
(ii) cleaning regimes,  
(iii) transportation,  
(iv) the prevention of, and control of the spread of, disease,  
(v) monitoring and ensuring the health and welfare of all the animals,

- (vi) the death or escape of an animal (including the storage of carcasses);
  - (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises on which the licensable activity is carried on.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or—
  - (a) in the case of fish, a person who is competent for such purpose;
  - (b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently.

- 9.14 Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.

### **Emergencies**

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the staff on the premises on which the licensable activity is carried on, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies.
- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

**Annex 4: Specific conditions - providing home boarding for dogs, consistent with Schedule 4 part 2 of the Regulations**

**Interpretation**

1. In this Part—

- "designated room" means a room within the home allocated to a dog;  
"home" means a domestic dwelling on which the licensable activity of providing home boarding for dogs is carried on.

**Home**

- 2.1 Dogs must be accommodated within the home.
- 2.2 The home must include—
- (a) direct access to a private, non-communal, secure and hazard-free external area, and
  - (b) at least two secure physical barriers between any dog and any entrance to or exit from it.

**Suitable environment**

- 3.1 Dogs from different households may only be boarded at the same time with the written consent of every owner.
- 3.2 Each dog must be provided with its own designated room where it can, if necessary, be kept separate from other dogs.
- 3.3 Each dog must have a clean, comfortable and warm area within its designated room where it can rest and sleep.
- 3.4 Each designated room must have a secure window to the outside that can be opened and closed as necessary.
- 3.5 A dog must not be confined in a crate for longer than three hours in any 24-hour period.
- 3.6 A dog must not be kept in a crate unless—
- (a) it is already habituated to it,
  - (b) a crate forms part of the normal routine for the dog, and
  - (c) the dog's owner has consented to the use of a crate.
- 3.7 Any crate in which a dog is kept must be in good condition and sufficiently large for the dog to sit and stand in it at full height, lie flat and turn around.

**Suitable diet**

4. Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.



**Monitoring of behaviour and training**

- 5.1 Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.
- 5.2 Each dog must be exercised at least once daily as appropriate for its age and health.
- 5.3 Dogs which on the advice of a veterinarian cannot be exercised must be provided with alternative forms of mental stimulation.

**Housing with or apart from other dogs**

- 6.1 Written consent must be obtained from the owner or owners (as the case may be) to keep dogs together in a designated room.
- 6.2 Unneutered bitches must be prevented from mating.
- 6.3 If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person.

**Records**

- 7.1 A register must be kept of all the dogs accommodated in the home which must include—
- (a) the dates of each dog's arrival and departure;
  - (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
  - (c) the number of any dogs from the same household;
  - (d) a record of which dogs (if any) are from the same household;
  - (e) the name, postal address, telephone number (if any) and email address (if any) of the owner of each dog and emergency contact details;
  - (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
  - (g) the name and contact details of each dog's normal veterinarian and details of any insurance relating to the dog;
  - (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
  - (i) details of each dog's diet and related requirements;
  - (j) any required consent forms;
  - (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
  - (l) details of any medical treatment each dog is receiving.
- 7.2 When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

**Protection from pain, suffering, injury and disease**

- 8.1 Before a dog is admitted for boarding, all equipment to be used by or in relation to that dog must be cleaned and disinfected.
- 8.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9.8 of the general conditions must be implemented.