



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

Cat Boarding

Pre-inspection document

Overview: Cat Boarding

All cat boarding activities need a licence if they are carried out as a commercial business. A cat unit is defined within the Regulations (Schedule 4, Part 1) as a physical structure and area that comprises of a fully enclosed sleeping area and an exercise run. The “exercise run” means an enclosed area forming part of the cat unit attached to and with direct and permanent access to the sleeping area. Cats may only be boarded in cattery units and cannot roam free in a boarder’s house.

There are two types of units found within catteries; full height walk-in and penthouse. All units must meet the minimum size requirements. To meet the required higher standards (see pages 11-12 for star ratings and the list of all required and optional higher standards) the units must be 1.5 times larger than the minimum size requirements. You do not have to meet the higher standards, but your units must meet the minimum size requirements. The minimum height of the exercise run is 1.8m.

Full height walk-in unit – an enclosed full height sleeping area with shelves off the ground

Example images:



Size requirements:

Number of cats	Minimum conditions: <u>Sleeping area</u> – your units must meet these measurements	Required higher standards <u>Sleeping area</u>	Minimum conditions: <u>Exercise run</u> – your units must meet these measurements	Required higher standards <u>Exercise run</u>
2	Floor area = 1.5 m ² (e.g. 1.2m x 1.25m)	Surface area (including shelves) = 2.25m ²	Floor area = 2.2m ² (e.g. 1.2m x 1.85m)	Surface area (including shelves) = 3.3m ²
4	Floor area = 1.9m ² (e.g. 1.2m x 1.6m)	Surface area (including shelves) = 2.85m ²	Floor area = 2.8m ² (e.g. 1.2m x 2.35m)	Surface area (including shelves) = 4.2m ²
1* This size is not applicable for units built after 1 st October 2018	*Floor area = 0.85m ² (e.g. 0.9m x 0.95m)	*Surface area (including shelves) = 1.275m ²	*Floor area = 1.65m ² (e.g. 0.9m x 1.85m)	*Surface area (including shelves) = 2.475m ²



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Penthouse style unit – an enclosed boxed sleeping area or pod raised off the ground.

The sleeping pod needs to be high enough to clean underneath, but not too high that would make cleaning inside the box difficult. The penthouse must be easily accessible via ramps or steps. The height inside the sleeping pod must be at least 1m.

Example images:



Size requirements:

Number of cats	Minimum conditions: <u>Sleeping area</u> – your units must meet these measurements	Required higher standards <u>Sleeping area</u>	Minimum conditions: <u>Exercise run</u> – your units must meet these measurements	Required higher standards <u>Exercise run</u>
2	Floor area = 1.1 m ² (e.g. 0.9m x 0.95m)	Surface area (including shelves) = 1.65m ²	**Floor area = 2.2m ² (e.g. 1.2m x 1.85m)	**Surface area (including shelves) = 3.3m ²
4	Floor area = 1.7m ² (e.g. 0.9m x 1.6m)	Surface area (including shelves) = 2.55m ²	**Floor area = 2.8m ² (e.g. 1.2m x 2.35m)	**Surface area (including shelves) = 4.2m ²
1* This size is not applicable for units built after 1 st October 2018	*Floor area = 0.85m ² (e.g. 0.9m x 0.95m)	*Surface area (including shelves) = 1.275m ²	*Floor area = 1.65m ² (e.g. 0.9m x 1.85m)	*Surface area (including shelves) = 2.475m ²

*The “one cat” size has been removed from new builds. If your cattery units were built after 1st October 2018, they must meet the 2 or 4 cat size.

**For new builds, the measurement of the exercise run must include the floor area in front of the penthouse, not the area underneath it. Cats do not use the underneath area.



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The guidance for the activity of cat boarding can be viewed here:

[Cat boarding licensing: statutory guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/cat-boarding-licensing-statutory-guidance-for-local-authorities)

This document highlights the written policies, procedures and records that are required to meet the minimum conditions.

Contents of this document:

- **Required written procedures – Pages 4 – 7**
- **Records to keep – Pages 7 - 10**
- **Preventative Healthcare Plan template – Page 11**
- **Star rating and higher standards – Pages 12 - 13**
- **Final check list – Pages 14 - 16**

With your completed application form you need to submit the following:

- 1) all your written procedures (these are all listed on pages 4 - 6 of this document)
- 2) your client booking form or register (details of what your booking form/register needs to include can be found on page 8 of this document)
- 3) consents from the owner (this could be part of your client booking form or a separate terms and conditions form (all the required consents can be found listed on pages 8 – 9 of this document)
- 4) proof that you have registered with a local veterinary practice (the template on page 10 can be adapted for your own and signed by your nominated veterinary surgery – the form covers proof of registration and confirmation vet will treat client's cats, preventative health care plan and if isolation facilities can be provided if the need arises. We also accept an email from your vet stating you are registered with the practice, and they are happy to see and treat your client's cats)
- 5) A plan of your cattery with measurements of the cattery units.

NOTE: IF ANY MINOR FAILINGS ARE IDENTIFIED DURING YOUR INSPECTION, YOU **MAY BE GIVEN A 2 WEEK PERIOD TO PRODUCE SUPPORTING EVIDENCE AND DOCUMENTATION BEFORE YOUR REPORT IS SENT TO YOUR LOCAL AUTHORITY.**

IF THESE MINOR FAILINGS ARE NOT ADDRESSED DURING THIS 2 WEEK PERIOD, THEN THIS WILL RESULT IN A 1 STAR 1 YEAR LICENCE BEING ISSUED IF YOU ARE AN EXISTING BUSINESS OR THE LICENCE BEING REFUSED IF YOU ARE A NEW BUSINESS.



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Required Written Procedures for Cat Boarding

The written procedures are your way of demonstrating to us that your business is operated in accordance with the conditions laid out in the guidance with regards to maintaining high standards of animal welfare.

Procedure	Condition	What the guidance says
<p>Staff training</p> <p>Your training policy could include your standard operating procedures which will cover the training for a new member of staff. Your training policy needs to also include annual appraisals, how staff keep their knowledge up to date and relevant (this is what we refer to as continuous professional development or CPD), training courses such as feline first aid. You also need to include how staff are trained to handle cats appropriately.</p> <p>As a minimum, the licence holder or manager and staff must have received training in feline first aid.</p> <p>If you have no staff, you are still required to keep a log of your Continuous Professional Development to demonstrate to us how you plan to keep your knowledge up to date and relevant regarding cat health and welfare - this can be a log of training courses, books read, TV programmes watched, internet research</p>	<p>4.2</p> <p>4.3</p>	<p>The licence holder or a designated manager and any staff employed to care for the animals must have competence to both:</p> <ul style="list-style-type: none">• identify the normal behaviour of the species for which they are caring• recognise signs of and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour <p>The licence holder must provide and ensure the implementation of a written training policy for all staff. The staff training policy must be reviewed and updated each year. It must include:</p> <ul style="list-style-type: none">• an annual appraisal• planned and continued professional development• recognition of knowledge gaps
<p>DEFRA Authorisation Type 1 or 2 / Animal Transport Certificate</p> <p>A transporter is anyone who transports animals in connection with an economic activity. If you provide a pickup / drop off service for your clients then the transportation of the cats will be part of an economic activity</p> <p>Transporting animals in Great Britain - GOV.UK</p> <p>DEFRA Transporter Authorisation Type 1 or 2 - required for all businesses which</p>	<p>5.6</p>	<p>The animals must be transported and handled in a manner that protects them from pain, suffering, injury and disease. This includes considering housing, temperature, ventilation and frequency.</p> <p>All animals must be transported according to the regulations laid down in current legislation. The Welfare of Animals (Transport) (England) Order 2006</p> <p>The licence holder must demonstrate that a suitable vehicle is available to transport</p>



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<p>move animals more than 65km as part of an economic activity. There are two types of Transporter Authorisation:</p> <p>“short journey” authorisation (Type 1) is required for journeys over 65km which last no more than 8 hours</p> <p>“long journey” authorisation (Type 2) is required for journeys that are over 8 hours duration</p> <p><u>Animal transport certificate</u> – if you transport animals, you must have a written record which confirms:</p> <ul style="list-style-type: none">• origin and ownership• place of departure• date and time of departure• intended place of destination• expected duration of the intended journey <p>For local journeys up to 65km and under 8 hours only the Animal Transport Certificate is required</p>		<p>the cats. It does not have to be owned by the licence holder.</p> <p>Cats must always be transported in a suitable, strong cat carrier.</p> <p>This applies to travel:</p> <ul style="list-style-type: none">• within the cattery• in a vehicle• to and from a vehicle
<p><u>Enrichment policy</u></p> <p>Tell us how us how you will provide enrichment; will toys/enrichment items be available?</p>	7.1	<p>Active and effective environmental enrichment must be provided to the animals in inside and outside environments.</p> <p>The business must have a documented programme that shows how they provide an enriching environment to the cats.</p>
<p><u>Standard operating procedures</u></p> <p>Your written procedures are very much a guide to how your business operates and you should aim to provide at least a paragraph of text for each procedure. For example, for feeding you would include requesting feeding requirements from the owner via them completing the client booking form, will clients provide their own food or will you provide food (and if you are providing what will it be), how will food be stored, when will cats be fed?</p>	9.1	<p>Written procedures must—</p> <p>(a) be in place and implemented covering—</p> <p>(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 dead animals);</p> <p>(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.</p>



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<u>Isolation plan</u> Your plan should tell us how you will isolate an ill, injured or potentially infectious cat. This could be within a separate isolation cattery unit or at your nominated veterinary practice (if they have isolation facilities – confirmation of this is required).	9.3	Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals. The business must have a facility to isolate any cat that is: <ul style="list-style-type: none">• injured• sick• infectious or carrying a serious infectious disease If a cat is in the isolation facility for more than 12 hours, the facility must follow the same size and facility requirements as a normal cattery unit. If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that it's ready to use (for example, a letter from the practice). All staff must understand the procedures to prevent the spread of infectious disease between cats. When staff are handling cats in the isolation facility, they must: <ul style="list-style-type: none">• wear protective clothing and footwear• follow cleaning procedures
<u>Emergency plan</u> Your emergency plan should be one to two sides of A4 and cover all the requirements stated within the guidance.	10.1	A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity. It must be followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies. An emergency drill programme must be in place with annual testing, or as required by fire risk assessments. All new members of staff must have this training as part of their induction programme.



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	10.2	<p>There must be a plan for housing of the cats if the premises become uninhabitable.</p> <p>There must be a written policy in place for dealing with extremes of temperature and weather conditions (hot and cold).</p> <p>The plan must include details of the emergency measures to be taken for the extrication of the animals should the animals should the premises become uninhabitable. It must also include an emergency telephone list with fire service and police contact details. premises become uninhabitable. It must also include an emergency telephone</p>
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Records to be kept by operator and will be checked during inspections

Condition	Details of what to record
4.3	(Staff training policy) Staff participation can be shown by: <ul style="list-style-type: none">• keeping records of the courses they are taking• keeping records of written or online learning• keeping up to date with any research or developments for specific breeds• annual appraisal documents Evidence of staff attendance or completion of the training must be provided.
6.2	Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
7.3	The animals' behaviour and any changes of behaviour must be monitored. The behaviour of each cat must be monitored each day. Changes in behaviour must be recorded and acted upon if there are signs of: <ul style="list-style-type: none">• suffering• stress• fear• aggression• anxiety
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. The business owner must see an up-to-date veterinary vaccination record for all cats. The cats must have current vaccinations against: <ul style="list-style-type: none">• feline panleukopenia



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	<ul style="list-style-type: none">• feline parvovirus, also known as feline infectious enteritis• feline respiratory viruses (feline herpesvirus and feline calicivirus)
9.6	Sick or injured animals must receive prompt attention from a vet. When a trained first aider suspects a cat is ill or injured, contact a vet for advice immediately. The business must record any instructions for treatment and seek further advice if there's ongoing concern.
9.12	The licence holder must keep a record of: <ul style="list-style-type: none">• all euthanasia• the qualified vet that carried it out
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 vet must be sought and followed. Inspectors must be able to access any record and associated checklists. Presence or absence of faeces and urine must be monitored each day. Any abnormalities must be recorded and acted upon as needed. Cats staying long-term (over 3 weeks) must be checked for weight-loss or gain. If there are any concerns, advice must be sought from a vet.
4.1	A register must be kept of all the cats on the premises which must include: Note: all of the information below must be contained in your client booking form (a) the dates of each cat's arrival and departure (b) each cat's name, age, sex, neuter status and a description of it or its breed (c) each cat's microchip number, where applicable (d) the number of any cats from the same household (e) a record of which cats (if any) are from the same household (f) the name, postal address, telephone number and email address of the owner of each cat and emergency contact details (g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency (h) the name and contact details of each cat's normal vet and details of any insurance relating to the cat (i) details of each cat's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise (j) details of each cat's diet and related requirements (k) any required consent forms (see <i>table below</i>) (l) a record of the date or dates of each cat's most recent vaccination, worming and flea treatments (m) details of any medical treatment each cat is receiving



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4.1 k) Client Consent

Consent forms must cover:

- veterinary treatment
- consent to share or separate cats if needed
- consent for toys or interaction preferences
- record of baskets or items left at the cattery

Condition Number	Details of consent
<p>Note: these could be included as part of your client booking form or a separate terms and conditions page</p>	
6.1	Dietary requirements that are agreed with the owner must be followed. If there are concerns about an individual cat's diet, veterinary advice must be sought.
8.2	If cats from the same household share a unit, the owner must have given written consent.
8.2	Consent from the owner must include authority to separate cats, if there are any problems.
9.4	If there is evidence of external parasites, such as fleas, ticks or lice, the cat must be treated with a product authorised by the Veterinary Medicines Directorate (VMD). The product must be licensed for use in the UK. Treatment must only happen after either: <ul style="list-style-type: none">• having a consultation with a vet, using the product as directed• getting written consent from the owner or nominated person to treat the cat
9.7	Any preventative treatment must be given with the written consent of the owner and under the direction of the vet.
9.8	When cats are boarding, the licence holder must get written consent from the cat's owner to state which vet will be used.
9.12	Euthanasia must not take place until the owner or nominated person gives consent - unless it is crucial for the welfare of the cat.
2.8	A cat must not be left without bedding, unless instructed otherwise by the cat's owner.



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Veterinary (which we need to see evidence of during the inspection)

Condition	Details
9.3	<p>Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p>The business must have a facility to isolate any cat that is:</p> <ul style="list-style-type: none">• injured• sick• infectious or carrying a serious infectious disease <p>If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that it's ready to use (for example, a letter from the practice).</p>
9.8	<p>The licence holder must register with a vet 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 vet must be readily available to all staff on the premises used for the licensable activity.</p> <p>The vet's details must be displayed where they can be easily seen by all staff members.</p> <p>This must include:</p> <ul style="list-style-type: none">• name• address• telephone number• out of hours telephone number <p>The veterinary practice must be within a reasonable travel distance.</p>
5.4	A preventative healthcare plan agreed with the vet with whom the license holder has registered with



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Preventative Healthcare Plan for Business providing the following boarding activities

- Boarding Kennels for dogs
- Catteries
- Home Boarding of Dogs
- Day care for dogs

Dear {VETS PRACTICE NAME}

As a licensed and insured provider of dog and / or cat boarding (delete as necessary) under the above legislation we are required to operate as per the required licence conditions. One of the licence conditions is to provide a Preventative Healthcare Plan in accordance with our business.

Please could I ask by signing this letter that you agree that you are my businesses' nominated veterinary practice with which I am registered and confirm that you are able to treat and / or isolate any animals as required that are in my care as part of my boarding business.

In the event of the death of an animal, I would ask your practice to cold store the body upon the owners return.

In the event of an infectious disease of a dog, I would ask your practice to provide an isolation area until such disease is brought under control and/or upon the return of their owners.

In any of the above events, the owners will have already been contacted and have signed my vet release form, giving me permission to seek care for their animal at my nominated veterinary practice. I would supply their owners' written consent form, their own vet's details and an up to date copy of their animals vaccination records.

I confirm that all animals boarded as part of my business are fully vaccinated and have been treated for parasites in accordance with veterinary recommendations and I operate as per the procedures and conditions set out in the regulations

If you agree to this please could you sign this letter and return to me via email or post, or alternatively I can collect the letter at a convenient time for yourself.

My email is {YOUR EMAIL ADDRESS}

My address is {YOUR ADDRESS}

My mobile number is {YOUR MOBILE NUMBER}

Kind regards

{YOUR NAME}

I _____ of {VETS PRACTICE NAME} Date _____



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Star ratings:

As part of the Regulations each premises will receive a star rating following their formal inspection. To achieve the best star rating possible each premises will need to have covered all the minimum conditions and have all records, policies and procedures in place.

New businesses are automatically classed as high risk as there is no compliance history. New businesses are also not permitted to have any minor failings, therefore if any of the minimum conditions aren't met then a licence will not be issued.

Existing businesses may be categorised as low risk at the renewal inspection.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

The local authority is also required to carry out one unannounced mid-licence inspection during the term of the licence. The intention of the mid-licence inspections is to confirm ongoing compliance with the animal welfare requirements of the regulations.

Higher standards have been agreed for each licensable animal activity. It is optional to meet these. Meeting the higher standards is the only way to gain a 4- or 5-star rating.

If you would like to qualify for the higher standards, your business must meet:

- All the minimum conditions
- 100% of the higher standards classified as required
- 50% (or more) of the higher standards classified as optional



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Higher standards for cat boarding:

<u>Higher standards (Required)</u>
There must be at least one full time member of staff for every 20 cats, or a higher number of qualified staff.
The environment must have a layout and design that gives the cats choice.
Temperature in the sleeping area must be between 18°C and 26°C.
All cats must be checked at least once at an appropriate interval out of hours (between 6pm and 8am) by a person or CCTV.
If more than one cat shares a unit, daily behavioural observations must be recorded and acted upon. These should especially focus on any signs of stress or aggression.
Cat units must be 1.5 times the minimum area sizes in this guide. The calculation of the total area can include raised areas.
Each cat must have access to at least two raised areas – one of which must be in the sleeping area and one must be in the exercise area.
Sneeze barriers must be completely opaque rather than translucent. They will be:
<ul style="list-style-type: none">• Up to 600 millimetres and behind any shelves
300 millimetres above and to the side of any shelves
A competent person must be on site at all times.
<u>Higher Standards (Optional) 50% required</u>
There must be at least one member of staff that has a relevant OFQUAL regulated Level 3 qualification.
Ventilation must be a managed, fixed or portable, air system to maintain appropriate temperatures in all weathers. This can be an air conditioning unit or removable fans - but these must be safely installed away from cats.
Behavioural observations must be recorded daily.
Designated on site isolation facilities must be available. They must be the same size and have the same facility requirements as a normal cattery unit.



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Final checklist before your inspection

Once you apply for a licence you are telling the Council that you are ready to start caring for animals as a cat boarder. You are therefore saying that your premises are suitable and compliant with the legislation and statutory guidance and that you have all the necessary paperwork in place. If you do not have the necessary paperwork in place, then your application may be refused, and you will need to re-apply when you are ready.

This final checklist is not an exhaustive list of everything within the guidance but has been created to help you prepare for the inspection. Please ensure you have all the following in place and ready to check during the inspection:

Summary	What you need to have available	
Staff training 4.2 & 4.3	<ul style="list-style-type: none">Training certificates including an up-to-date feline first aid training certificate for licence holder(s), designated manager and any staff employed to care for the catsDocumented annual appraisalsEvidence of continuous professional development (CPD) for licence holder, manager and all staff	✓
Environment 5.1, 5.2, 2.1, 2.2, 2.5, 2.6	<ul style="list-style-type: none">Cattery units and buildings must be maintained in good repair.Timber must be good quality and well kept. Any damaged areas must be sealed or over-clad. Wood must be smooth, treated, properly maintained and waterproof. Interior surfaces, including floors, must be smooth and waterproof. Surfaces must be able to be disinfected, where appropriate.Floors must have a non-slip, solid surface. Junctions between sections must be covered or sealed.There must not be any sharp edges, projections, rough edges or other hazards which could injure a cat.If cats have access to mesh, the diameter of the wire must not be less than 1.6 millimetres (16 gauge welded mesh). Mesh size must not exceed 25 millimetres in one direction. It should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.Units must open onto secure corridors or other secure areas so that cats cannot escape from the premises.Cats must not be restricted to areas that get too hot or too cold, causing them distress. The insulation and temperature must keep some part of the sleeping area between 15°C and 26°C. The temperature must never go below 10°C.Sneeze barriers must be in place to prevent contact with animals from outside. They must be placed:<ol style="list-style-type: none">on the end walls of the exercise runat each end of the cattery block	



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	<ul style="list-style-type: none">• There must be a safe, secure, waterproof roof over the entire cat unit. Materials used for the exercise run must be capable of filtering UV light and providing enough shade.• Adjoining cat units must have solid barriers covering the full height and full width of the adjoining wall.• Each cat unit must be clearly numbered and there must be a system in place which ensures that information about the cat or cats in each cat unit is available to all staff and any inspector.• Each unit must meet the minimum size requirements	
Transport 5.6	<ul style="list-style-type: none">• Cats must always be transported in a suitable, strong cat carrier.• A spare cat carrier must be kept at the cattery in case the owners do not arrive with their cat in a secure carrier.	
Food storage 6.3	<ul style="list-style-type: none">• Fridges for feed storage must be provided.• Feed must be stored away from risk of vermin and in cool and dry places.	
Hygiene 6.6	<ul style="list-style-type: none">• Hot water, soap and hygienic hand drying facilities must be available	
Resources 5.8	<ul style="list-style-type: none">• If cats from the same household share a unit there must be multiples of all resources equal or greater than the number of cats. Examples of resources include:<ol style="list-style-type: none">a) Food & water (one feeding bowl and one water bowl must be provided for each cat)b) Litter traysc) Resting and sleeping areasd) Enrichment items (appropriate toys, scratching posts and hiding places)	
Written policies and procedures 4.3, 7.1, 9.1, 9.3 & 10.1	<ul style="list-style-type: none">• All the procedures listed on pages 4 – 7 need to be available to view	
Cats in isolation 9.3	<ul style="list-style-type: none">• Protective clothing and footwear (latex gloves, coveralls) must be available for staff.• Separate food and water bowls, cat basket and bedding, litter trays and litter and cleaning equipment must be available for cats in isolation• Isolation facility – this could be a separate self-contained isolation cattery unit or your nominated veterinary practice (evidence must be supplied that the practice can accept cats that require isolation)	
Storage of excreta 9.5	<ul style="list-style-type: none">• Clearly marked bin which is used for excreta and solid bedding	



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Vet's details displayed 9.8	<ul style="list-style-type: none">• You must register with a veterinary practice and provide evidence of this (can be an email, letter or signed preventative health care plan (template on page 10)• Your nominated veterinary practice details (name, address, daytime telephone number and out of hours telephone number) must be displayed where it can easily be seen by staff	
Medication 9.9	<ul style="list-style-type: none">• Locked cabinet for medication to prevent unauthorised access.• Fridge available for medication required to be kept at low temperatures	
Disinfectant 9.11	<ul style="list-style-type: none">• This must be effective against bacteria and viruses	
Emergencies 10.1	<ul style="list-style-type: none">• All electrical installations must be installed by a qualified person and maintained in a safe condition. They must be sited in a way that does not present a risk.• Heaters must not be sited in a way or location where they present a risk of burning or electrocution to cats or humans, or risk a fire.• Entrances and fire exits clear of obstructions• Fire extinguisher(s) (ensure this it is not expired) or fire blanket• At least one working smoke detector• Where appropriate at least one carbon monoxide detector	
For renewals		
License display 1.1 & 1.2	<ul style="list-style-type: none">• Your license must be clearly and prominently displayed• Name of license holder and license number must be clearly stated on your website (if you have one in use)	
Records 4.3, 6.2, 7.3, 9.4, 9.6, 9.12, 9.14 & 4.1	<ul style="list-style-type: none">• All your records (listed on pages 7 - 10) must be available to view during the inspection.	

NOTE: IF ANY MINOR FAILINGS ARE IDENTIFIED DURING YOUR INSPECTION, YOU **MAY BE GIVEN A 2 WEEK PERIOD TO PRODUCE SUPPORTING EVIDENCE AND DOCUMENTATION BEFORE YOUR REPORT IS SENT TO YOUR LOCAL AUTHORITY.**

IF THESE MINOR FAILINGS ARE NOT ADDRESSED DURING THIS TWO-WEEK PERIOD, THEN THIS MAY RESULT IN A 1 STAR 1 YEAR LICENCE BEING ISSUED IF YOU ARE AN EXISTING BUSINESS OR THE LICENCE BEING REFUSED IF YOU ARE A NEW BUSINESS.