

Animal Welfare Document List - Cat Boarding

Mandatory:

- **Written Training Policy** for all staff (no staff – keep a log of continuous professional development).
- **Written procedure for Feeding Regime**
- **Written procedure for Cleaning Regime**
- **Written procedure for Transportation**
- **Written procedure for the Prevention of, and Control of the Spread of Disease.**
- **Written procedure for Monitoring and Ensuring the Health and Welfare of all Cats.**
- **Written procedure for the Death or Escape of a Cat** (including the storage of dead animals).
- **Written Procedure in place covering the care of the animals following the Suspension or Revocation of the Licence or during and following an emergency.** There must be a Plan for extrication and housing arrangements for all cats.
- **Written Emergency Plan/Risk Assessment.** To ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or breakdowns of essential heating, ventilation, aeration and filtration system. There must be a Plan for extrication and housing arrangements for all cats. Emergency telephone list including fire service and Police and designated key holder.
- **Preventative Healthcare Plan** agreed with a Vet. Must include Vaccination, internal and external parasite control, weight monitoring and body score condition. **This must be signed by a Vet or stamped by the practice.**
- **A Floor Plan of the Premises** this will be entered on the licence.
- **Schedule of Animals.** Numbers to be kept.

Optional:

- **Documented policy for emergencies of extremes of temperature/weather conditions –** both hot and cold.
- **Enrichment programme,** agreed with the owner for inside and outside.
- **Monitoring of equipment and appliances** accessible to animals to minimise risk of injury, illness and escape. Housing and equipment to be adequate to ensure thorough cleaning and good hygiene standards. Programme for pest control.

See Pre-Inspection Guidance – Cat Boarding - procedures and Records to be kept (on website: [Animal Welfare and Business Licences - Fenland District Council](#)) for further details and the records to be kept and checked during inspection.

Schedule 2: [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)

Schedule 4: [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)