



East Cambridgeshire
District Council

BREEDING DOGS INSPECTORS REPORT

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

INSPECTION DETAILS

NAME OF PERSON SEEN	[REDACTED]
ADRESS & CONTACT NUMBER (OR EMAIL)	Hiams Hounds [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
INSPECTOR NAME	Stewart Broome
DATE OF INSPECTION	09:30 hours on 17 October 2024
VETERINARIAN NAME (WHERE APPLICABLE)	Trivet Veterinary Practice Zion Building Chatteris

RISK SCORE (FROM APPENDIX 2)	14	
RISK LEVEL (TICK ONE)	☒ LOW RISK	☐ HIGH RISK

INSPECTION OUTCOME (TICK ONE)	☐ LICENCE REFUSED	☐ MINOR FAILINGS
	☐ STANDARDS MET	☒ HIGHER STAND...

LENGTH OF LICENCE (TICK ONE) ¹	☐ 1 YEAR	☐ 2 YEARS	☒ 3 YEARS
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Scoring Matrix Tick appropriate star rating	Minor Failings Existing businesses that fail to meet required standards	Required Standards As specified in the Regulations.	Higher Standards As specified in the Guidance.
Low Risk Existing businesses that score 17 or less on the risk scoring table	1 Star 1 year licence	3 Stars 2 year licence	5 Stars 3 year licence

¹ All licences for performing animals are issued for 3 years.

High Risk Businesses that score 18 or more on the risk scoring table	1 Star 1 year licence	2 Stars 1 year licence	4 Stars 2 year licence
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INSPECTION COMMENTS

No.	Comments
	A very high standard of compliance with all Defra requirements observed during inspection
	Purpose-built kennelling (sleeping areas + runs) + whelping facilities meet all Defra requirements for construction, size, temperature + lighting control, insulation, drainage, climatic conditions, cleanliness, safety measures and dog enrichment
	Written policies and procedures in place are made available to other family members for training purposes
	Effective noise management plan is in place with no dog facing kennels present + noise barrier fencing erected in front of outside dog runs + noise absorbent kennel insulation
	Satisfactory food preparation area + food storage + washing facilities observed
	Satisfactory transportation of animals in purpose-built crating in ventilated van
	All dogs were observed in excellent health, very well groomed and extremely friendly and docile for their breeds – all environmental enrichment requirements are being fully complied with
	Monitoring of food and water intake + dogs' general health undertaken on a daily basis
	Vet preventive healthcare plan in place – all vaccination records + parasite treatment checked as up-to-date during inspection
	High level of site security observed with safety fencing + CCTV + lockable gates
	Competent person on site at all times as both licensees live on site and concentrate on a full-time breeding programme
	██████████ has a Level 3 qualification in Canine Psychology + a level 3 qualification in Kennel Assistant & Management + a level 3 certificate in First Aid at Work + Dog First Aid + Canine Emergency certificate + Microchip Implant training certificate
	All Defra requirements for puppy advertising + puppy pack information are complied with – new owners are provided with all KC registration + dog health screening information to comply with Defra higher standards
	All Defra requirements for dog record keeping checked during inspection and found to be fully compliant
	Licensee is compliant with Defra higher standards for breeding purposes
	Trade waste contract for weekly collections of dog waste
	21 breeding bitches + 4 stud dogs + 1 Pet + 35 puppies at any one time to be added to the licence
A – General Conditions	Required higher standard for staffing One staff member should not be responsible for more than 10 adult dogs Met – Four workers are permanently living on the premises, all of whom are instructed to care for the dogs and regularly monitor them.
4.00 Staffing	Optional higher standards for staffing

	Each business must have a full-time, permanent member of staff with an appropriate Ofqual regulated Level 3 qualification – Met ██████ has a Level 3 qualification in Canine Psychology + a level 3 qualification in Kennel Assistant & Management + a level 3 certificate in First Aid at Work Businesses must appoint a qualified behaviour expert and record all discussions that are had – Met ██████ has a Level 3 qualification in Canine Psychology + all records are kept
5.00 Suitable Environment	Required higher standards for providing a suitable environment for dogs All individual dogs must be checked at least once at an appropriate interval during the out of hours period (6pm to 8am) by CCTV or in person. When there are litters, they must be checked in person – Met CCTV present in premises to monitor dogs + puppies at all times + monitoring records kept and observed at inspection Licensees live on site and confirmed that puppy litters are checked in person during the hours of 18:00 to 08:00 The licence holder must keep a record of all checks made during both normal hours and out of hours, including the date and time of each check – Met Dog monitoring records inspected The design and layout of the facility must give the dogs a choice of areas – Met All facilities have been built to the Defra standards. Dogs have access to an outdoor paddock, kennel run and elevated tiled sleeping area as observed at inspection Optional higher standards for providing a suitable environment for dogs Ventilation must be a managed fixed or portable air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals – Met There are heaters in all dog sleeping areas + portable electric fans, heat lamps and whelping pen heaters as observed at inspection +m photos provided Licensees confirmed these are used to maintain temperatures for the dogs in all weathers Businesses must have a noise management plan in place that's proven to reduce noise for the dogs. Measures can include: • physical barriers • sound absorbing materials • positive reinforcement training to keep barking down kennel design to prevent noise generation with demonstration of effectiveness – Met Written noise management plan in place Noise management action observed at inspection
6.00 Suitable Diet	Required higher standards for diet Dogs must be fed twice a day. Each dog must have a feeding plan that balances feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog – Met Written feeding plan in place for dogs + puppies and provided to the LA Feeding requirements notice observed at inspection A minimum of a week's supply of the puppies' current diet must be included when they go to their new home – Met Puppy pack containing two week's supply of puppy food observed at inspection
7.00 Monitoring Behaviour & Training	Required higher standard for monitoring behaviour & training There must be a clear plan setting out 2 forms of exercise per dog each working day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons - Met

	Written procedures in place for exercise / enrichment plan for dogs. Each dog gets the required 20 mins twice a dog out in the exercise field. Dogs that have special needs are taken out for gentle walks down the footpath next to the property.
10.00 Emergencies	Optional higher standard for emergencies A competent person must be on site at all times – Met There are 4 competent people on site who permanently reside there so the site is never left unattended. Licensee's written confirmation received
B - Specific Conditions	Required higher standards for advertisements and sales The breeder will ensure all breeding stock or puppies are recorded in the UK with a registration organisation which must make available record of parent or lineage including coefficient of inbreeding and record of health screening test results – Met Registration certificates observed at inspection and all buyers are given information regarding the parents lineage and health tests as recorded in the puppy contracts.
1.00 Adverts + Sales	Optional higher standards for advertisements and sales The breeder must give all details of the sire and bitch to the buyer including: • date of birth • microchip number • registration body (if applicable) • details of any inherited diseases that the breed is prone to • any screening tests – Met Information contained in puppy contract + puppy information pack for new owners
6.00 Protecting Dogs from Pain, Suffering, Injury & Disease	Required higher standards for protecting dogs from pain, suffering, injury and disease All bitches must be at least 18 months old before they are used for mating. A bitch must not be mated if she is 8 years of age or older. A bitch must not give birth to more than four litters of puppies in total. A bitch must not be bred from if they have had one caesarean – Met All age requirements + litter numbers confirmed in breeding record inspection Bitches are only allowed to breed up to 4 times, all records about the litters recorded and sent. Bitches will retire at no more than 7 years of age. Records of caesareans will be given and bitches will no longer be bred from afterwards. Licence holders must test all breeding stock for hereditary disease using the accepted and scientifically validated health screening schemes relevant to their breed or type. They must carefully evaluate all test results and follow any breeding advice issued under each scheme prior to breeding – Met Genetic screening records provided to LA No mating must take place if the test results indicate that it is likely to produce health or welfare problems in the offspring or affect negatively the relevant breeding strategy (or both) – Met Genetic screening records provided to LA + the checks are all carried out before mating. No dog will be allowed to breed if it was to negatively affect their offspring. All pups born must have a low level of inbreeding. Surgery to correct exaggerated conformation must be reported to the registration organisation - Met Licensee confirmed that no breeding dogs have required surgery to correct exaggerated conformations to date A vet must check each puppy before sale. Proof of the check must be held and available to the puppy buyer - Met Vet invoices provided to LA A puppy contract must be used, which must include undertakings and warranties around health, vaccinations and socialisation carried out by the seller prior to sale, and also make

	clear the responsibilities of the buyer relative to the dog. This must then give both parties confidence that a transaction has taken place in good faith - Met Copies of sales contracts provided to LA Optional higher standards for protecting dogs from pain, suffering, injury and disease The licence holder must make sure that the microchipping database is amended with the puppy buyer's details – Met Licensee personally amends microchipping databases with new puppy owner's details No bitch must be intentionally mated when the Coefficient of Inbreeding (Col) of the puppies would exceed the breed average or 12.5% (if no breed average exists as measured from a minimum 5 generation pedigree) - Met Licensee confirmed that all requirements for inbreeding are adhered to as the Col of all litters are checked before any breeding takes place. Licensee confirmed that no breeding will take place if the breed average is exceed.
Total	Required higher standards met = 14 Required higher standards not met = 0 Optional higher standards met = 8 Optional standards not met = 0

APPENDIX 1 – INSPECTION

General Conditions (Schedule 2)

Licence and records

1(1)	Is a copy of the licence prominently displayed on the premises?	Observed during inspection
1(2)	Is the licence holder's name and number displayed on website?	Licensee affirmed
2(1)	Are all records available for inspection? (see items marked with an asterisk)	Observed during inspection
2(2)	Are records kept for at least 3 years?	Licensee affirmed

Use, number and type of animal

3(1)	Are the types of animal present specified on the licence?	26 dogs
3(2)	Is the number of animals present reasonable considering the facilities & staffing?	Yes

Staffing

4(1)	Is there sufficient competent staffing for the animal welfare needs?	Yes – 4 x f/t carers live on site
4(2)	Is there sufficient staffing to recognise/mitigate signs of pain, suffering, etc.?	Yes
4(3)	Is there a written training policy for all staff?	Observed during inspection

HS(R)	Are staffing levels equal to 1 full-time equivalent attendant per 10 adult dogs kept?	Yes – 4 staff members available for 26 dogs
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HS(O)	Is there a member of staff with an OFQUAL regulated level 3 qualification that is appropriate to the species kept?	██████ has a Level 3 qualification in Kennel Assistant & Management
HS(O)	Is there a suitably qualified behaviour expert appointed in relation to the licensable activity and active engagement recorded?	██████ has a Level 3 qualification in Canine Psychology

Suitable environment

5(1)	Do all areas & equipment present minimal risk of injury, illness and escape and are constructed in materials that are robust, safe well maintained?	Observed during inspection
5(2)	Are all animals kept in a suitable environment (behavioural needs, space, air quality, cleanliness, temperature, water quality, noise, light, ventilation)?	Observed during inspection
5(3)	Are animals kept clean and comfortable?	Observed during inspection
5(4)	Is a toileting area and opportunities for toileting provided (where appropriate)?	Observed during inspection
5(5)	Are procedures in place to ensure good hygiene standards for accommodation?	Observed during inspection
5(6)	Are animals transported/handled in a manner that protects them from pain, suffering, injury and disease?	Licensee affirmed
5(7)	Are all animals easily accessible with sufficient light for staff to observe/work?	Observed during inspection
5(8)	Are resources provided in a way to minimise competitive behaviour?	Observed during inspection
5(9)	Are animals left unattended for extended periods?	No Licensee affirmed

HS(R)	Are the dogs provided with a design and layout that provides them with choice beyond minimum enrichment requirements? This can be achieved by, for example, inclusion of raised platforms or more than one room.	Dogs have access to an outdoor paddock, kennel run and elevated tiled sleeping area as observed at inspection
HS(R)	Are all individual dogs inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800)?	Monitoring records observed

HS(O)	Is ventilation/temperature managed via a fixed or portable air system?	Both – Observed during inspection
HS(O)	Is there a noise management plan must be in place e.g. physical barriers, sound absorbing materials, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness?	Observed during inspection

Suitable diet

6(1)	Are animals provided suitable diet (quality, quantity, frequency, introduction)?	Licensee affirmed
6(2)	Is feed/water intake monitored and problems recorded and addressed?	Licensee affirmed
6(3)	Is feed and drinking water unspoilt and free from contamination?	Observed during inspection
6(4)	Are feed and drinking receptacles capable of being cleaned and disinfected?	Observed during inspection
6(5)	Is there constant access to fresh, clean drinking water in a suitable receptacle?	Observed during inspection

6(6)	Are there hygienic facilities for feed preparation if prepared on the premises (including working surface, hot and cold running water and storage)?	Observed during inspection
HS(R)	Are dogs fed twice a day with a feeding plan for each dog balancing feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog?	Observed during inspection
HS(R)	Is a minimum of a weeks supply of the puppies' current diet included when they go to their new home?	2 weeks supply of puppy food provided to new owners

Monitoring of behaviour and training of animals

7(1)	Is effective environmental enrichment provided for the animals?	Written policy in place
7(2)	Are there opportunities to exercise for the animals?	Observed during inspection
7(3)	Is animal behaviour monitored and advice sought from a veterinarian ² ?	Licensee affirmed
7(4)	Do training methods cause pain, suffering or injury?	No Licensee affirmed
7(5)	Are immature animals given opportunities to interact with people, their own species and other animals and become habituated to noise, objects, etc.?	Licensee affirmed

HS(R)	Is there a plan setting out two walks per dog each working day for a minimum of 20 minutes each or two sessions of access to a secure open area? There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons	There is an exercise/enrichment plan for dogs. Each dog gets the required 20 mins twice a dog out in the exercise field. Dogs that require special needs are taken out for gentle walks down our footpath next to the property.
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Animal handling and interactions

8(1)	Are responsible people competent in the appropriate handling of animals?	Observed during inspection
8(2)	Are animals kept separately or with other animals appropriate to the species and the individual animals?	Observed during inspection
8(3)	Do the animals have at least daily opportunities to interact with people (where beneficial to the animal's welfare)?	Licensee affirmed

Protection from pain, suffering, injury and disease

9(1)	Are procedures implemented for feeding, cleaning, transportation, disease control, health and welfare monitoring, death and escape, storage of carcasses?	Procedures checked during inspection
9(1)	Are procedures implemented to cover the care of animals following the suspension or revocation of a licence or during/following an emergency?	Licensee affirmed
9(2)	Are all people responsible for the care of the animals aware of the procedures?	Licensee affirmed
9(3)	Are there appropriate isolation facilities for the care of sick, injured or potentially infectious animals?	Observed during inspection
9(4)	Are reasonable precautions taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites?	Written procedures in place

² In relation to fish, substitute all references to a veterinarian to a person who is competent for such purposes.

9(5)	Is excreta and soiled bedding for disposal stored and disposed of hygienically?	Observed during inspection
9(6)	Do sick or injured animals receive prompt attention from a veterinarian?	Licensee affirmed
9(7)	Do animals receive preventative treatment by a competent person?	Licensee affirmed
9(8)	Is the licence holder registered with a veterinarian and is that veterinarian's contact details readily available to all staff?	Triovet Chatteris
9(9)	Are prescribed medicines stored securely at the correct temperature and used in accordance with the instructions of the veterinarian?	Lockable cabinet + fridge
9(10)	Are other medicines stored, used and disposed of in accordance the instructions of the manufacturer or a veterinarian?	Licensee affirmed
9(11)	Are cleaning products suitable and effective against pathogens and stored/disposed of correctly and used in a way that prevents harm to animals?	Risk assessment undertaken
9(12)	Are all animals euthanised by a vet or a person authorised by a vet (or in the case of horses, a person who is competent and licensed for such purpose)?	Licensee affirmed
9(13)	Are animals checked daily for signs of pain, suffering, injury, disease or abnormal behaviour (or more frequently for vulnerable animals)?	Monitoring undertaken
9(14)	Are records kept of any signs of pain, suffering, disease or abnormal behaviour and the advice of a veterinarian sought and followed?	Licensee affirmed

Emergencies

10(1)	Is an emergency in plan in place and known/available to all staff?	Observed during inspection
10(2)	Does the plan include details of the measures to be taken for the extrication of the animals if required and an emergency telephone list (fire and police)?	Yes
10(3)	Are external doors and gates lockable?	Observed during inspection
10(4)	Is a designated key holder with access to all animal areas at all times within reasonable travel distance of the premises?	Yes

HS(R)	Is there a competent person on site at all times?	Yes Licensee affirmed
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General Conditions Specific to breeding dogs (Schedule 6)

Advertisements and sales

1(1)	The licence holder must not advertise or offer for sale a dog which was not bred by the licence holder from the premises where it was born and reared under the licence knowing or believing that the person who buys it intends to sell it or intends it to be sold by any other person.	Licensee affirmed
1(2)	Any advertisement for the sale of a dog must include the licence number, the issuing authority, a photograph and the age of the dog.	Licensee affirmed
1(3)	The licence holder and all staff must ensure that any equipment and accessories being sold with a dog are suitable for it.	Licensee affirmed
1(4)	The licence holder and all staff must ensure that the purchaser is informed of the age, sex and veterinary record of the dog being sold.	Licensee affirmed
1(5)	No puppy aged under 8 weeks may be sold or permanently separated from its biological mother.	Licensee affirmed
1(6)	A puppy may only be shown to a prospective purchaser if it is together with its biological mother.	Licensee affirmed

1(7)	Sub-paragraphs (5) and (6) do not apply if separation of the puppy from its biological mother is necessary for the health or welfare of the puppy, other puppies from the same litter or its biological mother.	Licensee affirmed
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Suitable environment

2(1)	Each dog must have access to a sleeping area which is free from draughts and an exercise area.	Observed during inspection
2(2)	Each dog must be provided with sufficient space to; stand on its hind legs, lie down fully stretched out, wag its tail, walk, and turn around, without touching another dog or the walls of the sleeping area.	Observed during inspection
2(3)	The exercise area must not be used as a sleeping area.	Observed during inspection
2(4)	Part or all of the exercise area must be outdoors.	Observed during inspection
2(5)	There must be a separate whelping area for each breeding bitch to whelp in which contains a suitable bed for whelping.	Observed during inspection
2(6)	Each whelping area must be maintained at an appropriate temperature (26c to 28c) and include an area which allows the breeding bitch to move away from heat spots.	Observed during inspection
2(7)	Each dog must be provided with constant access to a sleeping area.	Observed during inspection
2(8)	A separate bed must be provided for each adult dog.	Observed during inspection
2(9)	No puppy aged under 8 weeks may be transported without its biological mother except if a veterinarian agrees for health or welfare reasons that it may be transported, or in an emergency.	Licensee affirmed
2(10)	No breeding bitch may be transported later than 54 days after the date of successful mating except to a veterinarian.	Licensee affirmed
2(11)	No breeding bitch may be transported earlier than 48 hours after whelping except to a veterinarian where it is not otherwise practicable or appropriate for that person to attend to the bitch.	Licensee affirmed
2(12)	Each dog's sleeping area must be clean, comfortable, warm and free from draughts.	Observed during inspection
2(13)	In this paragraph, "exercise area" means a secure area where dogs may exercise and play.	Observed during inspection

HS(R)		Yes
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Suitable diet

3(1)	Staff must— (a)ensure that each puppy starts weaning as soon as it is capable of ingesting feed on its own, (b)provide each breeding bitch with feed appropriate to its needs, (c)provide each puppy with feed appropriate for its stage of development, and (d)ensure that each puppy ingests the correct share of the feed provided.	Licensee affirmed
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Monitoring of behaviour and training

4(1)	The licence holder must implement and be able to demonstrate use of a documented socialisation and habituation programme for the puppies.	Licensee affirmed
4(2)	Each dog must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.	Licensee affirmed
4(3)	Except in the circumstances mentioned in sub-paragraph (4), all adult dogs must be exercised at least twice daily away from their sleeping area.	Licensee affirmed

4(4)	Where a veterinarian has advised against exercising a dog, the dog must be provided with alternative forms of mental stimulation.	Licensee affirmed
4(5)	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.	Licensee affirmed

Housing with or apart from other dogs

5(1)	Each adult dog must be provided with opportunities for social contact with other dogs where such contact benefits the dogs' welfare.	Licensee affirmed
5(2)	Each adult dog must be given suitable and adequate opportunities to become habituated to handling by people.	Licensee affirmed
	Procedures must be in place for dealing with dogs that show abnormal behaviour.	Licensee affirmed
	There must be an area within each sleeping area in which dogs can avoid seeing people and other dogs outside the sleeping area if they so choose	Licensee affirmed

Protection from pain, suffering, injury and disease

6(1)	Are all dogs for sale in good health?	All dogs confirmed in good health by licensee's vet
6(2)	Any dog with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until it has recovered.	Licensee affirmed
6(3)	The licence holder must ensure that no bitch— (a) is mated if aged less than 12 months; (b) gives birth to more than one litter of puppies in a 12-month period; (c) gives birth to more than six litters of puppies in total; (d) is mated if she has had two litters delivered by caesarean section.	Licensee affirmed
6(4)	The licence holder must ensure that each puppy is microchipped and registered to the licence holder before it is sold.	Licensee affirmed
6(5)	No dog may be kept for breeding if it can reasonably be expected, on the basis of its genotype, phenotype or state of health that breeding from it could have a detrimental effect on its health or welfare or the health or welfare of its offspring.	Licensee affirmed
6(6)	Is the health, safety and welfare of each dog checked at the start and end of every day and at least every four hours during the daytime?	Monitoring records checked during inspection
6(7)	Are breeding bitches adequately supervised during whelping and are there records of (a) the date and time of birth of each puppy, (b) each puppy's sex, colour and weight, (c) placentae passed, (d) the number of puppies in the litter, and (e) any other significant events?	Records checked during inspection
6(8)	Is there a record of each puppy sale including— (a) the microchip number of the puppy, (b) the date of the sale, and (c) the age of the puppy on that date?	Records checked during inspection
6(9)	Is there a record of the following in relation to each breeding dog— (a) its name, (b) its sex, (c) its microchip and database details, (d) its date of birth, (e) the postal address where it normally resides, (f) its breed or type,	Records checked during inspection

	(g)its description, (h)the date or dates of any matings, whether or not successful, (i)details of its biological mother and biological father, (j)details of any veterinary treatment it has received, and (k)the date and cause of its death (where applicable)?	
6(10)	In addition to the above, is there a record of the following in relation to each breeding bitch— (a)the number of matings, (b)its age at the time of each mating, (c)the number of its litters, (d)the date or dates on which it has given birth, and (e)the number of caesarean sections it has had, if any?	Records checked during inspection
6(11)	Unless the licence holder keeps the dog as a pet, the licence holder must make arrangements for any dog no longer required for breeding to be appropriately rehomed.	Licensee has a rehoming programme in place
6(12)	Is there a preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2?	Written confirmation provided
6(13)	Is there a record of any preventative or curative healthcare (or both) given to each dog?	Written confirmation provided
6(14)	Where any other activity involving animals is undertaken on the premises on which the licensable activity of breeding dogs is carried on, it must be kept entirely separate from the area where that licensable activity is carried on.	No other activity undertaken

APPENDIX 2 - RISK SCORING TABLE

	Low Risk (Score 1)	High Risk (Score 2)	Score
Compliance History Inspections	Documented evidence from formal inspections over the previous year reveals consistent and high levels of compliance in terms of welfare standards and risk management.	Formal inspections over the previous year reveals some degree of non-compliance that has required the intervention of the inspector for the business to address.	1 Evidence from inspections over previous year reveals consistent and high levels of compliance in terms of welfare standards and management
Compliance History Inspections (Follow up)	No evidence of follow-up action by local authority in the last year apart from letters highlighting some minor, administrative areas for improvement.	Follow up action by the local authority, such as sending them letters, triggered by low level non-compliance that is not addressed, or the business does not recognise the significance of the need to address the non-compliance.	1 No follow-up action required
Compliance History Inspections (Repeat)	No repeat inspection necessary before next planned inspection.	Repeat inspection necessary to ensure compliance.	1 No repeat inspection required
Compliance History Complaints to LA	No complaints received that are justified in relation to welfare standards or procedural issues during the previous year.	Substantiated complaints identifying concerns over the business/licence holder have been received within the previous year.	1 No complaints received
Compliance History Complaints to business	Licence holder documents any feedback received in order to demonstrate compliance and willingness to address issues.	Licence holder does not record feedback received directly or show willingness to address any issues identified.	1 Licensees have always demonstrated compliance + willingness to address issues
Appreciation of welfare standards Enrichment	Sound understanding by the licence holder of relevant environmental enrichment applicable to the activity (guided by expert advice), with demonstrated implementation.	Little environmental enrichment present, inconsistently used and its importance not understood or really valued.	1 Licensees show a sound environmental enrichment understanding for the dogs in their care
Appreciation of hazards Risks	Licence holder clearly understands their role and responsibilities under the legislation. Hazards to both staff and animals clearly understood, properly controlled and reviewed with supporting evidence where applicable.	Licence holder not fully engaged with their role/responsibilities, lacks time to fulfil role, no system for review and reassessment of hazards to both animals and staff.	1 Licensees clearly understand their role and responsibilities under the legislation

Appreciation of hazards Risks - maintenance	A suitably planned maintenance, repair and replacement program for infrastructure and equipment is in place.	No planned maintenance program. Building, installations and equipment allowed to deteriorate before action is implemented.	1 All kennels + whelping facility + isolation + exercise areas installed to a high quality
Appreciation of hazards Risks – knowledge and experience	Staff have specialist and appropriate knowledge of the taxa / species that are kept. There is sufficient staff, time and resource for daily, adequate routine monitoring, evidenced through records and staff rotas.	Key staff lack experience / knowledge of the species. Staff appear overburdened and / or unsupported by management, corners being cut.	1 Licensees + family carers have the appropriate knowledge of the dogs and are committed to undertaking the required monitoring + recording processes
Appreciation of hazards Risks – dealing with issues	Clear defined roles / responsibilities of staff, with clear processes for reporting and addressing any identified issues.	Lack of any process, or ownership and responsibility within the business to identify and deal with issues.	1 Clear processes for reporting and addressing any identified issues are in place
Welfare management procedures Written procedures	Written procedures / policies clearly documented, implemented and reviewed appropriately.	Limited written procedures / policies. No overall strategic control or direction.	1 All written procedures + monitoring + recording forms are in place
Welfare management procedures Supervision of staff	Appropriate supervision of staff evident where applicable.	Inadequate supervision of staff evident on inspection or from the training records.	1 Appropriate supervision + training of emergency carers is undertaken
Welfare management procedures Record keeping	All required records maintained and made available.	Poor standard of record keeping, records out of date or appear to be being manufactured – relevance of records not appreciated.	1 Written procedures + records seen at inspection were of a high standard
Welfare management procedures Training	Planned training programme for staff to review and assess competency, with documented training records.	Little or no evidence of relevant training or system for review and reassessment.	1 Licensees to undertake courses for self-development during the coming year
Total Score Score of 17 or less = Low risk Score of 18 or more = Higher risk.			14