**Boarding of Stray Dogs and Rehoming Services**

Shepway District Council ("the Council") has a duty under s.149 and s.150 of the Environmental Protection Act 1990 (EPA) to appoint an officer “for the purpose of discharging the functions for dealing with stray dogs found in the area of the authority". To do this, the Council requires the services of a boarding kennel for the care of any stray dogs seized.

The Council's appointed officer(s) will be responsible for collecting, transporting and returning strays. The kennel is asked to provide care to any strays received from the Council until the dog is returned to its owner (normally within 7 days). The kennel is also asked to take ownership of any unclaimed dog until the kennel is able to rehome the animal.

Information on the Council's stray dog service and policy can be found at <https://www.shepway.gov.uk/environmental-protection/dogs-and-problem-dogs/report-a-stray-dog>.

**1. GENERAL**

The kennel will:

1. Have a current license under the Animal Boarding Establishments Act 1963 and present a copy of the license on request;
2. Ensure that all dogs received from the Council are kept in conditions which are secure and which comply with section 9 of the Animal Welfare Act 2006;
3. Use its best endeavours to accommodate all reasonable requirements and all reasonable instructions of the Council for the boarding of stray dogs;
4. Maintain at all times adequate insurance cover in relation to its activities as a boarding establishment and against all liabilities in respect of loss, damage or injury to or caused by or attributable to the dogs boarded under the contract and indemnify the Council against any such liabilities;
5. Guarantee the availability of a minimum of four kennels per week for the boarding of stray dogs under the contract;
6. If the dog’s owner is found within the 7-day period (defined in 1(n)), release stray dogs given into its care only to the Council’s Authorised Officer and not directly to the owner nor accept payment of the requisite expenses directly from the owner;

The Council will:

1. Inform the kennel as soon as reasonably practicable of a requirement to board a stray dog;
2. Deliver the dog to the kennel;
3. Pay to the Kennel an Out-of-Hours Fee for each dog delivered to the Kennel outside the Council’s Authorised Officers normal office hours of 09.00 to 17.00 Monday to Friday. The fee will be applicable all day on Bank Holidays and weekends.
4. Make efforts to trace the owner of the dog;
5. Collect the dog from the kennel for return to the owner and microchip the dog on return of the dog to the owner, if the dog’s owner is found within the 7-day period and pays the requisite expenses;
6. Indemnify the kennel against all actions, claims or costs that may arise from the release of a dog in accordance with the authorisation issued by the Council.
7. Pay to the Kennel a Boarding Fee per Day (as defined in 1(o)) or part thereof for each dog boarded during the contract period. Such fee shall be payable until the dog is returned to the owner or released into the ownership of the Kennel;
8. The 7-day period shall commence from the day the dog is received by the Kennel. This period refers to the ownership rights over the animal and it may be necessary to board a dog for more than 7 days, where the owner is identified within the 7-day period but the return of the dog cannot be completed within normal working hours;
9. Notwithstanding the definition of the 7-day period, each Day is defined as from 10.00 am to 10.00 am the following morning.

**2. RECORDS**

The kennel will:

1. Keep adequate records of all dogs delivered by the Council. This includes:
* the number of dogs returned, rehomed or destroyed
* any medical treatment provided to the dogs boarded;
* keeping a register of all re-homed dogs; and
* keeping a record of all dogs microchipped.
1. Provide a quarterly report on the activities performed by the Kennel under the contract as described in 2(a);
2. Provide an itemised invoice to the Council on a monthly basis for all fees incurred in the boarding of stray dogs and any associated veterinary fees;
3. Make these records available to the Council on request at all reasonable times.

**3. TREATMENT**

The kennel will:

1. Vaccinate all stray dogs taken into their care (a single vaccination covering distemper, hepatitis, leptospirosis & parvovirus) and, if necessary, provide flea and/or worming treatments;
2. Inform the Council as soon as practicable should any dog held on behalf of the Council require veterinary attention;
3. Obtain prior approval from the Council’s Environmental Protection Team Leader or Corporate Contract Manager before proceeding with any veterinary treatment which exceeds £150 pounds.

The Council will:

1. Pay to the Kennel a Vaccination Fee for each dog the vaccinated;
2. Pay to the Kennel Treatment Fees for each dog treated for worms and/or fleas;
3. Pay to the Kennel up to £150.00 for necessary veterinary treatments provided without prior approval during the 7-day period, as defined in 1(n) above. If treatment is likely to exceed this value, authorisation must be obtained from Shepway District Council’s Environmental Protection Team Leader or Corporate Contract Manager before proceeding;

**4. MICROCHIPPING**

The Kennel will:

1. If the Council's officers are unavailable to microchip a dog before the animal is returned to its owner, the Kennel may microchip the dog on the Council's behalf;
2. If dogs remain unclaimed after the expiry of the 7-day period, as defined in 1(n) below, the kennel shall take ownership of the animal and implant a microchip into the dog for the purpose of future identification. The cost of microchipping is included in the Release Fee. and the Release Fee will be discounted by the Microchipping Fee if the Council has provided the microchip to the Kennel;
3. Waive the Microchipping Fee, if the Council has provided the microchip to the Kennel;
4. Discount the Release Fee by the Microchipping Fee, if the Council has provided the microchip to the Kennel;

The Council will:

1. pay the Kennel the Microchipping Fee for any dog microchipped at the Council's request.

**5. OWNERSHIP**

The Council will:

1. Pass the ownership of the dog to the Kennel if the animal remains unclaimed after the expiry of the 7-day period as defined in 1(n) above.
2. Pay the Kennel a Release Fee for each dog passed into the ownership of the Kennel;
3. Pay the Kennel all other fees due for the care provided to the dog within the 7-day period.

The Kennel will:

1. Dispose of unclaimed dogs only by one of the following methods:
	* Sale or release to a person who, in the kennel’s opinion, will care properly for the dog;
	* Sale or release to an establishment for the reception of stray dogs;
	* Destroying the animal in a manner to cause as little pain as possible, when this is recommended by a veterinary surgeon for the relief of suffering;
	* Destroying the animal in a manner to cause as little pain as possible when the dog is dangerous and not fit to be rehomed.
2. Not sell or give for the purposes of vivisection any dog passed to the ownership of the kennel;
3. Keep a register of all dogs rehomed as per 2(a); and
4. Keep a record of all dogs destroyed as per 2(a).

**6. FEES**

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| **Chargeable Items** | **Fee Amount** |
| **Out-of-Hours Fee** |  |
| **Boarding Fee per Day** |  |
| **Microchip Fee***(unless the Council has provided microchips)* |   |
| **Veterinary fees***(must provide written evidence of the treatment provided)* | No more than £150 without prior approvalOr as authorised. |
| **Treatment Fee - Fleas** |  |
| **Treatment Fee - Worming** |  |
| **Vaccination Fee** *(must provide written evidence of the treatment provided)* |  |
| **Release Fee** *(including microchipping)* |  |