



## **GUIDELINES FOR THE DESIGN AND EQUIPPING OF VETERINARY PREMISES**

### **1. Background**

Section 35 of the *Veterinary Practice Act 2021 (Act)* prescribes that premises which will be or are used as a veterinary premises must be registered by the Veterinary Practice Board (**Board**). The Board will only register veterinary premises when it is satisfied that the premises are suitable for the purpose for which they are proposed to be used and the veterinary premises are under the management of a veterinarian.

These guidelines provide the Board's recommendations on the design and equipping of veterinary premises in Western Australia for future owners and existing owners of veterinary premises.

These guidelines apply from and including 29 September 2022.

The Act defines **premises** which may be registered as a veterinary premises to include the following —

- (a) land;
- (b) the whole or part of a building or structure (whether of a permanent or temporary nature);
- (c) a vehicle.\*

\*Note: A vehicle which is used purely for transport and in which no acts of veterinary medicine are performed in, is not included in the definition.

These guidelines apply:

- 1) to persons seeking to:
  - register a new veterinary premises; or
  - materially upgrade existing registered veterinary premises; or
  - relocating an existing veterinary premises and
- 2) where reasonably practicable to existing veterinary premises.

The aim of these guidelines is to ensure uniform minimum standards of veterinary premises are applied in Western Australia for the purpose of maintaining professional standards and retaining consumer confidence in the veterinary profession.

It may be an **offence or considered unprofessional conduct or professional misconduct** under the Act for persons to conduct veterinary medicine at premises which:

- are not approved by the Board; or
- do not comply with a condition of registration; or
- the Board was provided false information by the veterinary supervisor or owner, if they are a registered person, of the veterinary practice; or
- breach these guidelines.

### **Poisons Permit, Radiology Licence and Council/Shire Approval**

All veterinarians must ensure that they hold the relevant permits, licences and approvals necessary for them to practise veterinary medicine from the veterinary premises.

### **Inspection of veterinary premises**

Inspectors appointed by the Board will inspect:

- premises which have not been previously registered as a veterinary premises prior to the practice opening to the public;
- veterinary premises that have recently transferred ownership; and
- veterinary premises that have recently undertaken renovations or material alterations.

## 2. **Existing veterinary premises**

The Board strongly encourages owners of existing veterinary premises to review these guidelines with the aim of updating their premises to meet these recommendations. An explanation satisfactory to the Board may be requested if existing veterinary premises materially fail to meet the guidelines and an exemption has not been requested by the owner.

All veterinary premises will be expected to meet these guidelines where reasonably practicable unless an exemption has been applied for and granted by the Board.

## 3. **Applications for the registration of veterinary premises**

Applications for the registration of veterinary premises must be made on the Board's application form and must be supported by enough information to enable the Board to make a decision on the application. An application must be accompanied by the prescribed fees.

**Note:** Applications for registration of veterinary premises **must** be submitted a minimum of 3 months and preferably 6 months prior to the expected opening date to provide the Board sufficient time to consider the application and the applicant sufficient time to rectify any deficiencies identified by the Board.

Applicants are advised that hand drawn plans will no longer be accepted unless they are of an appropriate standard. All plans must be to scale, detailed and in particular include:

- the size of all rooms (m<sup>2</sup>)
- clear labelling of the purpose of each room
- the location of
  - sinks and other water locations (taps etc);
  - doorways;
  - pharmacy for S4 drug storage;
  - location of the S8 safe; and
  - customer parking.

Floor plans must also be compliant with the requirements set out in the Boards Veterinary Premises Registration Application Form which can be located on the Boards [website](#).

**Documentation required for applications to register veterinary premises which have not been previously registered:**

- application to register veterinary premises;
- self-assessment form for veterinary premises;
- detailed floor plan of veterinary premises showing design compliant with the *Act and these guidelines*.  
(**Note:** *Photographs can be submitted as additional supporting information*)
- Australian business name registration certificate;
- any applications for exemption from one or more of the requirements for veterinary premises prescribed in the *Veterinary Practice Regulations 2022 (Regulations)* or these guidelines; and
- the prescribed application fee.

## 4. **Refusal to register or re-register veterinary premises**

The Board may refuse to grant an application for the registration or renewal of a veterinary premises, or cancel the registration of a veterinary premises if it is satisfied that:

- the premises are not suitable for the purpose for which they are proposed to be used; or
- the details provided of equipment and fittings are deemed inadequate; or
- the floor plans do not show sufficient detail or are otherwise inadequate; or
- a veterinarian has not been appointed to supervise the premises; or
- a veterinarian will not be in regular attendance at the premises.

## **SELF-ASSESSMENT FORM FOR VETERINARY PREMISES**

### **PART 1 – GENERAL**

- 1.1** The veterinary premises must be a dedicated fully enclosed area exclusively used as veterinary premises. **YES/NO**
- 1.2** The veterinary premises must have:
- at least one door allowing direct access to members of the public from a street or thoroughfare; and **YES/NO**
  - no direct access to any adjoining **YES/NO**
- 1.3** Where veterinary premises are located within the confines of multi-use complex
- veterinary premises must be separated by full height walls from those of any other business or tenant; and **YES/NO**
  - the veterinary premises public entrance, telephone and electronic contact details must be separate and distinct from that of any other tenant. **YES/NO**
- (Attach sketch plan showing location of veterinary premises within complex and show all the veterinary premises entrances on floor plan.)*
- Notwithstanding the above,
    - more than one veterinary practice business may, operate from the same veterinary premises; and
    - a business that is not a veterinary practice business may provide services, such as grooming, to the clients of the veterinary practice business(s) from the veterinary premises.
- 1.4** The veterinary premises must be in good condition, with the immediate surrounding areas and the interior maintained (or able to be maintained in the case of a veterinary premises which has yet to open) in a clean, orderly, and sanitary condition, free of insects and vermin, with safeguards taken to avoid sources and transmission of infections. **YES/NO**
- 1.5** Internal walls and flooring must be impervious to allow thorough cleaning and disinfection. **YES/NO**
- 1.6** Adequate floor space must be provided for the separation of practice functions and efficient operation of all activity areas. **YES/NO**  
*(Show on floor plan – include sizes)*
- 1.7** Fly screens, adequate ventilation which may include reverse cycle air conditioning and where appropriate exhaust facilities, must be installed to ensure client and patient comfort in terms of temperature, humidity, and air quality throughout the year. **YES/NO**  
Details:  

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- 1.8** Safeguards must be present to prevent the escape of patients brought into the veterinary premises and to ensure the effective confinement of animals at all times. (Such as self-closing devices on doors of small animal practices) **YES/NO**  
Details:  

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- 1.9 Sanitary and aesthetic disposal of all wastes and excreta, cadavers, and sharps at intervals sufficient to avoid the generation of offensive odours, offensive appearance and health hazards. **YES/NO**
- 1.10 Facilities for sterilisation of instruments and drapes and storage of sterilised material which must include an autoclave. **YES/NO**
- 1.11 A sign on prominent display at the entry showing the
- days and hours of attendance **YES/NO**
  - the telephone number and details for gaining out of hours veterinary attention. **YES/NO**
- Show wording of (proposed) sign:
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- 1.12 Veterinary and support staff commensurate with volume of clientele and procedures undertaken:
- Anticipated client load per day **YES/NO**
  - Anticipate staff complement and designation **YES/NO**
- 1.13 An appropriate standard and quantity of equipment and fittings commensurate with the range of procedures to be undertaken and physical attributes of veterinary premises. **YES/NO**
- 1.14 Practice procedures manual incorporating protocols for occupational health and safety. **YES/NO**

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**PART 2 - RECEPTION AND WAITING AREA**

- 2.1 Single purpose area separate from practice work areas with adequate furniture and equipment for reception staff and seating for clients. The waiting area may include displays of retail products. An ablution facility which is readily accessible to clients is strongly recommended. Where practical, small animal veterinary premises are encouraged to have separate waiting areas for dogs and cats. **YES/NO**

Details of furniture/fittings:

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- 2.2 Facilities to maintain clinical records compliant with the Act. Purpose designed computer software with adequate backup protocols, a facility to prevent altering of the clinical records after 24 hours audit functionality, and adequate backup protocols are strongly recommended. Where computers are used there should be sufficient computer terminals available in all work areas to facilitate access to generation of, and maintenance of clinical records which are compliant with the Act. **YES/NO**

**Large Animal Practice Only**

- 2.3 Sufficient area to facilitate the safe loading and unloading of large animals and movement of such transport used in the delivery of these animals. **YES/NO**
- 2.4 Suitable loading races for this purpose (if required). **YES/NO**
- 2.5 Suitable stables or secure yards to hold animals on admission. **YES/NO**

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**PART 3 - EXAMINATION AND CONSULTATION AREA**

**Small Animal Premises Only**

- 3.1 A separate single purpose room with one for each clinician examining or consulting concurrently. Where computers are used for clinical records, there should be a computer terminal in each room. A minimum floor area of 9m is encouraged. **YES/NO**  
*(Show on floor plan – include size.)*

- 3.2 Examination table in each room with an impervious surface which can be readily cleaned and disinfected. **YES/NO**

Details:

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- 3.3 Sinks with running water and fixed plumbing in each examination and consultation room. **YES/NO**  
*(Show on floor plan.)*

- 3.4 Adequate lighting and instrumentation to carry out a clinical examination. Detail lighting and instrumentation: **YES/NO**

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**Large Animal Premises Only**

- 3.5 Dependent on the species of animal, a suitable grassed or surfaced area where animals can be safely examined or if appropriate a secure and safe enclosed area free of extraneous noise and activity, dust free and able to be thoroughly cleaned and disinfected as needed. **YES/NO**  
*(Show location and size on plan.)*

- 3.6 Where warranted by the type of examination to be conducted and the species of animal, a set of examination stocks and/or squeeze crush. **YES/NO**  
*(Show location on plan.)*

Details:

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**PART 4 - PHARMACY AND DRUG STORAGE AREA**

- 4.1 A separate lockable room or secure facility for the storage of drugs compliant with Department of Health requirements. **YES/NO**
- S4 Drug Storage. **YES/NO**  
(Show location on floor plan.)
  - S8 Drug Storage **YES/NO**  
(Show location on floor plan.)
- 4.2 Lockable fridge in a secure area for pharmaceuticals which is independent of those for food or noxious samples. **YES/NO**
- 4.3 Range of pharmaceuticals consistent with a good standard of practice and the range of procedures undertaken. **YES/NO**
- 4.4 Labelling, recording of restricted and controlled drugs compliant with the Department of Health requirements and the Act. **YES/NO**

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**PART 5 - PATIENT ACCOMMODATION**

- 5.1 Kennels/cages, one for each animal, of sufficient size for the type of animal housed, constructed of solid impervious material with opaque barriers between animals which are readily cleaned and disinfected. The kennels/cages must be adequately drained and able to be maintained in a sanitary condition to ensure comfort and hygiene. Floor drainage is recommended for kennels and isolation areas. **YES/NO**  
Detail (number, material, drainage):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5.2 Accommodation compartments located in an area equipped with adequate lighting, plumbed running water, heating and/or cooling, ventilation and if required, soundproofing, individual cage heating is acceptable. **YES/NO**  
(Show on floor plan.)
- 5.3 Exercise facilities of a size and design adequate for the number and species of animals that might reasonably be expected to be accommodated. **YES/NO**  
(Show on floor plan.)
- 5.4 A defined area for hygienic preparation and storage of food for the animals which is separate to staff food facilities. **YES/NO**
- 5.5 Facilities for bathing and grooming of animals. (This is not mandatory) **YES/NO**
- 5.6 Are boarding facilities to be incorporated in the veterinary premises? **YES/NO**  
*If yes, areas incorporating kennels/cages/stables designated for the care and treatment of hospitalised animals must be separate to those areas used for boarding animals.*

**Large Animal Premises Only**

- 5.7 An appropriate number of suitable enclosed stalls, stables or yards for large animals commensurate with the anticipated caseload of the practice. The stables or stalls and yards must be suitable for the safe holding of animals, providing adequate shelter and access to feed and water. **YES/NO**  
(Show on floor plan)
- 5.8 Exercise facilities of a size and design adequate for the number and species of animals that might reasonably be expected to be accommodated. **YES/NO**  
(Show on floor plan)
- 5.9 A defined area for the storage of food, and where appropriate for the hygienic preparation of food for the animals and which is separate from food preparation areas for staff. **YES/NO**

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**PART 6 - SURGERY AREA (Operating Theatre)**

- 6.1 Dedicated scrub sink with running water and fixed plumbing in close proximity to, but not in, the operating theatre. Not mandatory if a waterless/brushless surgical scrub protocol is in place for all procedures. **YES/NO**
- 6.2 Adequate surgical instrumentation and equipment for the performance of surgical procedures and maintenance of surgical anaesthesia, core body temperature and resuscitation of patients. **YES/NO**
- 6.3 Surgical table of impervious material which can be readily cleaned and disinfected. **YES/NO**
- 6.4 Gaseous anaesthetic machine incorporating a scavenging device which expels or captures excess anaesthetic gases and volatile agents. **YES/NO**  
Details:  
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\_\_\_\_\_  
\_\_\_\_\_
- 6.5 Surgical light in addition to normal room lighting. **YES/NO**  
Details:  
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\_\_\_\_\_  
\_\_\_\_\_
- 6.6 All furniture and equipment capable of being readily disinfected by chemical means. **YES/NO**
- 6.7 Surgery area must not contain non-patient sources of contamination during use and is not used for storage. **YES/NO**

**Small Animal Premises Only**

- 6.8 Operating theatre must be a dedicated area, not a general thoroughfare and only have one interior well-fitted closable solid door(s). **YES/NO**  
(Show on floor plan – include size)

**Large Animals Premises Only**

- 6.9 Suitable building or room free from dust and able to be totally enclosed during surgical procedures. Must allow for safety to animals and personnel and facilitate and designed for easy and proper sterilisation. **YES/NO**  
(Show on floor plan – include size)

**Anaesthetic Recovery Area**

**Small Animals Premises Only:**

- 6.10 Separate area in close proximity to the main surgery area to allow constant monitoring of recovering animals. Readily accessible to emergency equipment and readily disinfected. **YES/NO**

**Large Animals Premises Only**

- 6.11 Area adjacent to the main theatre area to allow constant monitoring of recovering animals, which is either padded or protected with other suitable material that can be easily disinfected. **YES/NO**

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**PART 7 - RADIOLOGY** (Refer <http://www.radiologicalcouncil.wa.gov.au/>)

- 7.1 X-ray equipment and facilities capable of producing diagnostic radiographs appropriate to the range and size of animals seen at the practice. **YES/NO**  
Equipment type:  
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\_\_\_\_\_  
\_\_\_\_\_

- 7.2 A licence to possess and use the x-ray equipment incorporating a radiation safety and protection plan that complies with the *Radiation Safety Act 1975*. **YES/NO**  
(Copy of licence or evidence of receipt of application for licence must be attached)

- 7.3 X-ray film or computer-generated images clearly identifying the left and right sides of the animal, and at the time of exposure incorporating details of the name of the practitioner (or practice), client, animal, and date. **YES/NO**  
**Note:** *Stick on labels attached after developing are not acceptable.*

- 7.4 Where wet films are used, the dark room must have adequate bench and storage space, and ventilation. An x-ray film viewer must be available. **YES/NO**  
(Show on floor plan)  
**Note:** *The use of digital radiography is strongly encouraged.*

- 7.5 As part of the animal's clinical record, x-ray images must be safely stored for at least the minimum statutory term (7 years). **YES/NO**

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**PART 8 - TREATMENT AND PREPARATION AREA**

- 8.1 A separate area suitably equipped for the pre-surgical preparation and treatment of hospitalised patients. **YES/NO**  
(Show on floor plan – include size)



- Anaesthetic machine available **YES/NO**

**8.2** Appropriately sized and adequately serviced autoclave(s) capable of sterilising the number of instruments/drapes/etc. for the anticipated workload. **YES/NO**  
(Show the location of the autoclave and area for preparing surgical packs on the plan)

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**PART 9 - LABORATORY**

**9.1** A microscope **YES/NO**

**9.2** Facilities for the simple examination of blood, serum, bacterial swabs, urine, and faecal specimens. **YES/NO**

**9.3** Demonstrable access and usage of a professional service in haematology, biochemistry, bacteriology, parasitology, and pathology if these services are not carried out on the veterinary premises. **YES/NO**

**9.4** Where in-house pathology procedures are performed, protocols must be in place for quality control checks on a regular basis and a record of the quality control checks kept. **YES/NO**  
Details:

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**9.5** Adequate bench and shelf space. **YES/NO**  
(Show on floor plan)

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**PART 10 - DISEASE CONTROL AREAS (ISOLATION)**

***Small Animal Premises Only***

**10.1** Must have a dedicated facility, suitably equipped for the quarantine of animals suffering from infectious diseases, providing a physical and air space difference from all other areas of the veterinary premises. **YES/NO**  
(Show on floor plan)  
Details:

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**10.2** Running water with fixed plumbing **MUST** be in the immediate vicinity (within 2m), ideally within the room. **YES/NO**

**10.3** Access to an isolation area must not be via the kennel room or cattery. Floor drainage is recommended for kennels and isolation areas. **YES/NO**

***Large Animal Premises Only***

**10.4** Must have one stable or appropriate enclosure, dependent on the species of animal, that can be easily sterilised and effectively isolated from other medical and surgical cases for the accommodation of infectious disease cases. **YES/NO**

*(Show on floor plan)*

Details:

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- 10.5** Plumbed running water must be readily accessible. Floor drainage is recommended for kennels and isolation areas. **YES/NO**

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### **PART 11 - AMENITIES**

#### ***Office and Library***

- 11.1** A secure area for the storage of business documents. **YES/NO**
- 11.2** A library containing up-to-date reference material either as textbooks, journals, electronic material, computers with access to internet facilities, covering the range of animals and conditions in the practice. **YES/NO**  
*(Show on floor plan)*

#### ***Staff Room***

- 11.3** A private facilities area for staff. (This could incorporate the library) **YES/NO**  
*(Show on floor plan)*

#### ***Other***

- 11.4** Fire safety precautions – must have fire extinguishers and smoke detectors. **YES/NO**
- 11.5** Appropriate management and disposal of cadavers and waste material. **YES/NO**

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### **PART 12 - EXEMPTIONS**

Depending on circumstances and the type of practice conducted, veterinarians may apply in writing for an exemption(s) from the above guidelines, or the Act and Regulations.

The application for an exemption must be submitted as a separate document listing the exemption(s) sought with reasons as to why the exemption is required.

Exemptions are valid until 30 June in the current registration period. You may apply for an extension for the exemption(s) with the application for the renewal of the veterinary premises registration. The Board will review the request to determine if the exemption is still appropriate.

**New applications:** Where a request for an exemption(s) has been declined, the veterinary premises will be considered to be non-compliant and will not be registered.

**Registered veterinary premises:** In the event that the Board is satisfied that a veterinary premises does not substantially meet the requirements under the Act, , and the owner has not addressed the Board's concerns, the Board may cancel the registration of the veterinary premises. .



VETERINARY PRACTICE BOARD  
WESTERN AUSTRALIA



<b>Application to register veterinary premises</b>		<i>Veterinary Practice Act 2021</i>
<b>Applicant</b> (person who will be Supervising veterinarian)	Name _____ Address _____ _____ Telephone _____ Email _____	Registration No _____
<b>Premises Details</b>	Veterinary premises name _____ Street address _____ _____ Postal address _____ _____ Telephone _____ Email _____ Type of premises <input type="checkbox"/> SMALL ANIMAL <input type="checkbox"/> MIXED <input type="checkbox"/> EQUINE <input type="checkbox"/> OTHER	
<b>Names of practices operating in this premises</b>	1) _____ 2) _____ 3) _____	
<b>Ownership Details</b>	Owner or lessee of premises _____ Name _____ Address _____ _____ Email _____	
<b>Management</b>	Veterinary supervisor _____ (Must be a current registered Veterinarian in Western Australia)  Office manager _____ (If different to Veterinary supervisor)  Expected date to commence operation: _____	
<b>Signature</b>	_____ Applicant _____ Date _____	

Postal Address: Po Box 1721 Melville South WA 6156

Office: Suite 1, First Floor, Melville Professional Centre, 275 Marmion Street, Melville WA 6156

Telephone: (08) 9317 2353 Email: admin@vpbwa.org.au Website: www.vpbwa.org.au

**Please attach copies of:**

- FEE \$950** (\$530 application fee + \$420 annual registration fee)
- ASIC RECORD OF REGISTRATION FOR BUSINESS NAME**
- DETAILED PLANS OF VETERINARY PREMISES**

All plans must be to scale, detailed and in particular include:

- the size of all rooms (m2)
- clear labelling of the purpose of each room
- the location of
  - sinks and other water locations (taps etc);
  - doorways;
  - pharmacy for S4 drug storage
  - location of the S8 safe; and
  - customer parking and

**Payment details – PLEASE DO NOT POST CASH**

Direct Debit

**BSB:** 066040

**Account:** 19800005

**Account Name:** Veterinary Practice Board

**Please identify with NAME & REGISTRATION NUMBER**

Cheque

Money Order

Credit Card ***Visa or Mastercard Only*** Please fill in details below.

Card Number																			
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Name on card: \_\_\_\_\_

**EXPIRY DATE** □□/□□ **CSC** □□□

Signature of cardholder: \_\_\_\_\_