

Dog Permit Process

Introduction

Dog owners currently in our district with more than two dogs (excluding working dogs) will require a permit, similar to dog owners currently living in Country Living and Residential zones. This permit will be offered free of charge for the first 18 months if the Bylaw is adopted and will be issued for the number of dogs applied for.

If the dog owner obtains more dogs than allowed for in the permit, they will be required to reapply for a new permit to include all dogs.

Assessment of the application for a permit will include a visit from an Animal Control Officer to inspect the property to check that the property and housing is appropriate for the number and type of dogs which are the subject of the permit application.

The permit only needs to be applied for once unless the following circumstances arise:

- The dog owner has more dogs than originally permitted for (or wants to hold more dogs than the current permit allows for),
- The dog owner has substantiated offences against the Dog Control Act and/or Bylaw and their permit has been revoked. In this situation, a dog owner can reapply for a permit after two years with no substantiated complaints.

The following information is how Animal Control Officers currently grant permits in Country Living and Residential Zones. Currently this permit has a cost of \$60.

Current review process for permit applications to keep more than one dog in Country Living and Residential Zone

1. Receive Application form and service request
2. Check the property type and size of land in the Council database.
3. Check dog owner meets requirements of permit application with having no substantiated complaints within a two year period. If dog owner is on an approved policy this may be upgraded to SOP if inspection is passed.
4. Contact dog owner if requested in the permit application
 - Ascertain dog owner is comfortable with visit and advise likely date and time for inspection, or
 - Make appointment for inspection.

If not requested, the ACO will visit property as normal work during working hours.

5. If it is evident that dwellings on neighboring property's may be within a distance that is impacted with multiple dogs on applicants' property, the occupant of those dwellings may be contacted. Any Issues will be discussed with the applicant and the ACO will consider any history of complaints made against the applicant with Council in the last two years. Unsubstantiated complaints will be considered. There needs to be a clear issue with nuisance for this to be an issue.

6. Visit property and inspect fencing, kenneling and general welfare of dog(s):
 - Fencing must completely enclose a portion of the property and be suitable to contain the type of dogs to be kept there.
 - The fenced area must be of a size that dogs could run and toilet outside the dwelling.
 - Farm fencing and hedging is to be expected to be found on rural properties. Consequences are to be explained should the dog be found wandering at large.
 - There must be an area where the dogs can be securely contained on the property.
7. If dog owner is not at home at time of visit, leave business card or property visit form somewhere prominent to indicate visit made. Contact permit applicant to advise of inspection results. Make suggestions that may be required for permit to be granted if unable to grant permit on first visit. Give timeframe for return visit.
8. Complete 'notice of property visit notice inspection' form advising outcome of visit, and the maximum number of dogs to be kept on the property under the permit conditions. This should be done within 2 working days of visiting the property.
9. Permit is issued for that number of dogs only - any increase in the number of dogs above the permitted number will mean a new permit must be applied for.

Frequently asked questions

What if the permit is not granted?

1. The ACO may issue a letter of direction outlining what must be done for the permit to be granted with a time frame that this must be completed by and a subsequent inspection arranged.
2. If the applicant is unable to complete the required conditions the permit would not be granted. The applicant would be given a time frame to suitably rehome or make alternative living arrangements for the extra dogs.