



## LICENCE TO KEEP DOGS INFORMATION PACK

### DO I NEED A LICENCE TO KEEP DOGS?

Pursuant to Section 50 of the *Dog Control Act 2000* a person must not keep or allow dogs to be kept on any premises if that person has:

- More than two dogs over the age of six months; or
- More than four working dogs over the age of six months. A working dog is a dog which is used principally for the droving or tending of stock.

### APPLICATION FOR LICENCE

A person may apply to the Chief Executive Officer of the Council for a licence to keep dogs.

### WHAT WILL IT COST?

An application for a licence for the 2024/2025 financial period will cost as follows:

- |                   |          |
|-------------------|----------|
| • Up to 4 dogs    | \$199.00 |
| • 5 to 9 dogs     | \$218.00 |
| • 10 or more dogs | \$241.00 |

You will also need to pay for the placement of a **single column** advertisement in "The Mercury" newspaper.

### WILL I NEED PLANNING APPROVAL?

If you are applying for a 'licence to keep dogs' you may need to apply for a planning permit. Council's Planning Officers can provide advice on requirements under the *Land Use Planning and Approvals Act 1993* and the relevant Planning Scheme.

### WHAT ABOUT CONSTRUCTION OF KENNELS?

If you are building kennels, it may be necessary to obtain a building permit and/or a plumbing permit. Council's Building unit can provide advice on requirements under the *Building Act 2016*.

## HOW DO I GO ABOUT APPLYING?

1. First you need to advertise your intention to apply for a 'licence to keep dogs' in "The Mercury" newspaper. The wording that must be used for this advertisement is attached (Attachment A).
2. Then a copy of the advertisement and an application for a 'licence to keep dogs' needs to be submitted to Council and the application fee paid. The application form is attached (Attachment B).
3. Your application requires sufficient information for Council to properly assess it including (where applicable) the information set out as attached (Attachment C).

## WHAT HAPPENS NEXT?

There is a fourteen (14) day period during which any person residing or owning land within 200 metres of the boundary of the premises may object to the granting of the licence. This period starts from the day the advertisement appears.

In accordance with section 53 of the *Dog Control Act 2000* the Chief Executive Officer cannot consider an application until 28 days after the notice of intention has been advertised. During this time any objections that may have been submitted in respect of the application will be noted for consideration.

Following the application being submitted and the application fee paid a Compliance Officer will undertake an inspection of your premises, to ascertain the suitability to keep more than two dogs. At the site inspection the officer will check the following:

**Containment** - You must have sufficient containment to keep your dogs on your property and have sufficient space to allow the dogs reasonable freedom of movement. The dogs must not create or become a nuisance within the meaning of section 46 of the *Dog Control Act 2000*.

**Shelter** - They must have access to shelter and raised beds. – If your dog/s at all times have access to inside the house, this is sufficient. If there are times when the dogs do not have access to the house, you will need to provide shelter outside and raised sleeping areas which provide adequate ventilation and insulation to maintain a comfortable temperature, freedom from condensation and an adequate supply of fresh air.

**Disposal of faeces and wastewater** - Solid dog faeces and wastewater from dogs kept at the premises are to be disposed of in a manner so as to not cause a nuisance within the meaning of section 199 of *Local Government Act 1993* or an Environment Nuisance within the meaning of the *Environmental Management and Pollution Control Act 1994*.

**Registration** - All dogs over 6 months of age listed on the licence must be registered in accordance with the requirements of the *Dog Control Act 2000*.

If your application is approved a 'licence to keep dogs' will then be issued and sent to you. A licence will be subject to conditions which you are required to comply with.

A licence may be refused if:

- The premises are unfit for the purposes of keeping dogs.
- It is in the public's interest that a licence not be issued.
- Adequate provision for the health, welfare and control of the dog are not provided.
- Nuisance to persons is likely to occur.
- Requirements under public health and environmental protection laws are unlikely to be satisfied.

## **HOW LONG IS A 'LICENCE TO KEEP DOGS' VALID FOR?**

A 'licence to keep dogs' is valid for a twelve (12) month period expiring 30 June each year.

Renewal notices will be issued in May/June of each year, at that time you need to make an application to Council for renewal of your licence, pay the prescribed renewal fee and a compliance officer will conduct an inspection of your property to ensure you are still meeting the conditions of your licence.

## **WHAT IF I NEED FURTHER INFORMATION?**

Any further information can be obtained by contacting Council's Compliance Officers Monday to Friday, 8.30 am to 5.00 pm on 6264 0300.

# ATTACHMENT A

## FORMAT OF ADVERTISEMENT TO BE PLACED IN "THE MERCURY"

### NOTICE OF INTENTION TO APPLY FOR A LICENCE TO KEEP DOGS

Notice is hereby given that it is my intention to apply to the **HUON VALLEY COUNCIL** for a licence to keep dogs

- (1) .....
- (2) .....dogs at my premises situated at
- (3) .....  
.....

Persons residing or owning a property within 200 metres of the boundary of the above premises may, within fourteen (14) days after the publication of this notice, object in writing to the Chief Executive Officer of the Huon Valley Council, PO Box 210, Huonville, 7109 stating their reasons of objection to the grant of the licence.

.....  
Signature

- (1) Number of dogs
- (2) Breed or kind or dog
- (3) The address and details of the premises

**ATTACHMENT B**

**Section 51 (2) (a) Dog Control Act 2000**

**APPLICATION FOR A LICENCE TO KEEP DOGS**

**To: Chief Executive Officer, Huon Valley Council**

I, .....  
of .....

Contact details

Email address: .....

Phone No: .....

Apply for a licence to keep (specify the number and breed or kind of dogs below)

Breed(s) or Kind(s)..... No.....

.....  
.....  
.....  
.....  
.....

dogs at my premises situated at.....

.....

A copy of the daily newspaper containing the advertisement as required pursuant to Section 51(3) of the *Dog Control Act 2000* is attached.

.....  
*Signature*

Dated this .....day of .....20.....

Date Received .....
Licence Application No.....
Fee.....
Receipt Number.....
Date Issued/Refused.....

## **ATTACHMENT C**

### **INFORMATION TO BE PROVIDED WITH AN APPLICATION (Where Applicable)**

- Details on the manner that the dogs kept on the property will be housed.
- A site plan showing the location of any proposed kennels and yards including, but not limited to, location of other dwellings and buildings on the land and on adjoining land showing distances between the proposed kennels and yards and those buildings.
- Details on how dogs will be enclosed and contained on the property.
- Details on materials for construction of any proposed kennels or yards including height and dimensions to demonstrate sufficient room to allow dogs reasonable freedom of movement.
- Details on proposed effective methods of cleaning and disinfection.
- Demonstration of provision of a raised suitable sleeping area for the dogs.
- Demonstration of provision for adequate ventilation and insulation to maintain a comfortable internal temperature, freedom from condensation and an adequate supply of fresh air.
- Proposed method of disposal of excreta and waste, approval may be required from Council's Environmental Health Officer and a Plumbing Permit may be necessary.