

Step One:

Ensure all dogs on the property are registered and microchipped with Devonport City Council.

Step Two:

Fill out a Kennel Licence application.

(2.2) Submit the notice of intent to apply for a kennel licence.

(2.3) Return a copy of the advertisement, tax invoice and the kennel license application to the council.

Step Three:

1. The council will review any objections received between the probation period of 14 days from the date the advertisement was published.

2. The council will arrange and conduct a full inspection of the property.

The Animal Control Officer:

- may take photos of your property
- may take photos of your dogs
- scan dogs for microchips
- check dog's registration

After an inspection, a report will be compiled for the council to consider the merits of the kennel licence application.

Step Four

Several factors are taken into consideration during the process of approval for a kennel license, some of these include;

1. Any objections received.
2. The property inspection report
3. Any previous complaints received regarding the dog residing on the premises, and the likelihood of the animals creating a nuisance in the future
4. Any other reports and inspections requested via the General Manager

When all areas have been assessed satisfactorily, a kennel license will then be issued no earlier than 28 days after the notice of intention to apply for a kennel license has been advertised.

Once the kennel license inspection has been completed you will receive a tax invoice via email for payment of \$85.00 to be made. A renewal form and a fee for \$55.00 will be sent out annually after June 30th.

The following specifications are a recommended guide for a kennel or yard for the keeping of the proposed dogs:

1. The kennel or yard should be at least 9 meters from any dwelling or house.
2. The kennel or yard should be at least 2 meters from any boundary fence of the premises on which the yard is constructed.
3. The premises should be enclosed in such manner to contain, any dogs kept in the kennel or yard.
4. The kennel or yard should be constructed of suitable material in such a way as to provide effective methods of cleaning disinfection.
5. There should be sufficient room to allow dogs freedom of movement.
6. There should be a raised suitable sleeping area.
7. Adequate ventilation and insulation should be provided to maintain a comfortable internal temperature, free from condensation and a sustainable supply of fresh air.



REMINDER: YOUR KENNEL LICENSE CAN BE REVOKED AT ANY TIME IF THESE RULES ARE NOT COMPLIED WITH!

What is a Kennel Licence?

You require a kennel license if you are intending to keep 3 or more several dogs, whether it is for commercial or private reasons. The definition of several dogs is more than four (4) working dogs or more than two (2) non-working dogs, over the age of 6 months.

Can you transfer a Kennel License over if you move property?

If you move residence the license is not transferrable you will be required to reapply for a new license at your new property address.

Conditions

Council may grant a licence that is subject to one or more conditions. Licence holders should be aware that failure to comply with the conditions listed on the licence may result in the cancellation or non-renewal of the licence.

Removal of a Kennel License

Your license may be cancelled at any time if, the premises do not comply with the *Dog Control Regulations 2021*; or laws relating to public health and environmental are broken.

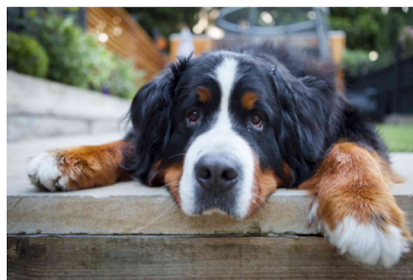
Making changes to your current Kennel License

If you are wishing to increase the number of dogs, replacing a dog or moving property, your current granted kennel licence will be at capacity. This means you will be required to re-apply for a new kennel licence.

How does council decide to approve your application?

Consideration will be given to the following:

- Are the kennels for breeding boarding or training dogs?
- Does a Planning Permit need to be lodged first.
- All dogs on the premises must be registered and microchipped.
- A site inspection report will be consolidated together with any other matters that relate to public health and environmental laws (including waste disposal and hygiene), any objections lodged to the General Manager, and the likelihood of the dogs creating a nuisance by barking or otherwise will be taken into consideration.
- Where the application is successful the kennel licence will be issued together with a covering letter drawing the licence holder's attention to the conditions that may apply to the licence, and notification of the date on which the licence expires. Where a licence is refused the applicant will receive written notification. This notification will be sent by email or registered mail.



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