



## **Kennel Licence Information and Application Pack**

### *Section 51 Dog Control Act 2000*

This information and application pack contains all you will need to know in regards to applying for a kennel licence. Please take the time to read through the information pack as it is a comprehensive guide for all applicants considering submitting an application. To enable your application to be dealt with in a timely manner, please ensure all steps are followed and completed prior to submitting the application to Council. If you require any assistance in doing so please do not hesitate to contact the Environmental Services Department on (03) 6261 8530.

#### **When do I need to apply for a kennel licence?**

Any person who wishes to keep more than two dogs on a property (or four dogs in the case of working dogs) over the age of six months must apply to the General Manager for a kennel licence.

#### **How do I apply for a licence?**

Complete the attached 'Notice of Intention to apply for a kennel licence' and submit to the Mercury Newspaper. There is no requirement for a specified day that the advert must be advertised. Once the notice of intention has been advertised, lodge the application together with a copy of the advertisement, and the prescribed fee at the Derwent Valley Council, Circle Street, New Norfolk. At this time it is also a requirement to register all dogs that are currently on the property. The applicant must agree to have site notices attached to all public frontages of the property where the kennels are to be situated.

#### **How will Council process the application?**

In accordance with Section 53 of the *Dog Control Act 2000*, The General Manager 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 prescribed fee paid an Animal Management Officer will then undertake a property inspection of your premises to ascertain the suitability to keep more than two dogs.

#### **Who may object to an application?**

In accordance with Section 52 of the *Dog Control Act 2000* any persons residing within 200 metres of the boundary of the premises to which a licence relates may object in writing to the General Manager against the granting of the licence within 14 days after the notice of intention has been advertised.

#### **How will Council reach a decision?**

There are several factors that are taken into consideration when determining if a licence should be granted, these are:

- Any objections received;
- The property inspection report;
- Any previous complaints received in regards to the dogs on the premises, and the likelihood of the dogs creating a nuisance in the future;
- Any other reports/inspections as requested by the General Manager.

**THIS DOCUMENT BECOMES UNCONTROLLED ONCE PRINTED**

## Application Form - Kennel licence

PO Box 595, New Norfolk TAS 7140

[dvcouncil@dvc.tas.gov.au](mailto:dvcouncil@dvc.tas.gov.au)

[www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au)

ABN: 76 384 057 266



Where a licence is granted the applicant will be notified via mail, outlining any specific conditions of the licence and a permit for the licence will be attached.

### **What can I do if Council refuses to grant a licence?**

If an application is refused the applicant will be advised via mail, outlining reasons. In accordance with Section 59 of the Act, if an application is refused the applicant does have the right of appeal, the applicant may apply to the Magistrates Court (Administrative Appeal Division).

### **Renewal of Licence**

Licences expire on the 30 June of each year. At this time a reminder is sent out in conjunction with the dog registration notices. If you wish to renew your licence the prescribed renewal fee is to be made to Council, following which a property inspection is undertaken to ascertain if set conditions of the licence are continuing to be met.

### **What happens if I want to increase the number of dogs or replace one breed with another or I move property?**

The licence that is granted only specifies the number and breed of dogs to which the licence relates, therefore if you wish to increase the number of dogs or change the breed kept you will be required to re-apply for a licence. Likewise if you do move residence, the licence is not transferable, therefore you will be required to re-apply for the licence.

NB: Council can withdraw a licence at any time, where the licence holder fails to adhere to the conditions of the licence or the requirements of the *Dog Control Act 2000*.

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**Notice of Intention to apply for a Kennel Licence**

*(Section 53 (3) Dog Control Act 2000)*

Notice is hereby given that it is my intention to apply to the Derwent Valley Council for a kennel licence

for **(Number of Dogs)** \_\_\_\_\_ **(Breed or kind of Dogs)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ dogs at my premises

situated at **(Address where the dogs are to be kept)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons residing within 200 metres of the above premises may, within 14 days after the publication of this notice, object in writing to the General Manager of the Derwent Valley Council PO Box 595, New Norfolk, TAS 7140, stating their reasons of objection to the grant of the licence.

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Signature of Applicant

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**Application for a Kennel Licence**

*(Section 51 Dog Control Act 2000)*

I (Name) \_\_\_\_\_ of

(Address in full) \_\_\_\_\_

\_\_\_\_\_ contact

(Daytime contact telephone number) \_\_\_\_\_ hereby apply for a licence to keep dogs of the following breed(s) or kind(s); \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I undertake that all conditions of the licence and regulations of the *Dog Control Act 2000* will be adhered to at all times. I understand that if any of the conditions are breached that Council has the authority to cancel the licence at any time.

I hereby tender the prescribed fee of \$ \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed \_\_\_\_\_

Date of Newspaper: \_\_\_\_\_ Affix newspaper article to this application

**Privacy Statement**

The personal information requested on this form is being collected by Derwent Valley Council in order to assess and process the application. The personal information will be used solely by Council for that/those primary purpose(s) or directly related purposes. The intended recipients of the information are Council Officers, agents or contractors of Council. The use of this information will not be disclosed to any other party, except with your permission or if required or authorised by law. How Council uses this information is explained in our Privacy Policy, which is available on Council’s web site, [www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au).

**Office Use Only - Receipt No:** ..... **Date:** .....

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