



City of **HOBART**

## **Kennel Licence Application Information Pack**

### **Section 51 Dog Control Act 2000**

This application pack contains information in relation 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.

Prior to applying for a kennel licence ensure all dogs on the property are registered.

So your application can be dealt with in a timely manner, please ensure you lodge the advertisement for '*Notice of Intention to Apply for a Kennel Licence*' with the Mercury newspaper prior to lodging your application with Council.

#### **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 Chief Executive Officer 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 advertisement must be appear in the paper.

Once the notice of intention has been advertised and the 14 day advertising period has ended, you may lodge the '*Application for a Kennel Licence*', together with a copy of the advertisement and pay the prescribed fee at the Council Centre, 16 Elizabeth Street, Hobart.

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

In accordance with Section 53 of the Act, 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 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 Act any persons residing within 200 metres of the boundary of the premises to which a licence relates may object in writing to the Chief Executive Officer 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 Chief Executive Officer.

Where a licence is granted the applicant will receive a kennel licence permit outlining any specific conditions of the licence.

### **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 and may apply to the Magistrates Court (Administrative Appeal Division).

### **Renewal of Licence**

Licences expire on the 30 June of each year. A reminder will be sent to you shortly after the dog registration renewal notices are issued. If you wish to renew your licence the prescribed renewal fee is to be made to Council, the renewal paperwork completed and returned to Council and a property inspection arranged so Council can ascertain whether the 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 new licence. Likewise if you do move residence, the licence is not transferable, therefore you will be required to apply for a new 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 Act.

**NEWSPAPER ADVERTISEMENT TEMPLATE**

(to be completed and provided to the Mercury along with example advertisement template attached for the Mercury to follow)

**Notice of Intention to Apply for a Kennel Licence**  
(Section 51(3 Dog Control Act 2000)

Notice is hereby given that it is my intention to apply to the Hobart City Council for a kennel licence for ..... (number of dogs)

.....

..... (breed(s) of dogs)

at (address).....

Persons residing within 200 metres of the above premises may, within 14 days after the publication of this notice, object in writing to the Chief Executive Officer of the City of Hobart, GPO BOX 503, Hobart 7001, stating their reasons of objection to the granting of the licence.

.....

Signature of applicant

.....

Name of applicant

Notice of Intention to Apply for  
a Kennel Licence

Notice is hereby given that it is my intention to apply to the City of Hobart for a kennel licence for **\*(number and breeds of dogs)** at my premises situated at **\*(property address)**.

Persons residing within 200 metres of the above premises, may within 14 days after the publication of this notice, object in writing to the Chief Executive Officer of the City of Hobart, GPO Box 503, Hobart 7001 stating their reasons of objection to the granting of the licence.

**\*(Applicant's name)**

**\*this information is to be taken from the 'Notice of Intention to Apply for Kennel Licence' newspaper advertisement template page provided**

**Do not include Council logo or any other logo unless authorised**



City of **HOBART**

### Application for a Kennel Licence (Section 51(2) Dog Control Act 2000)

I (full name) .....

Of (address) .....

Contact (phone) .....

hereby apply for a licence to keep dogs of the following breed(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 \$292.00

Dated the ..... day of.....20.....

Signed .....

Date of advertisement: .....

**Affix copy of  
advertisement  
to this  
application form**

**Privacy Statement**

The personal information requested on this form is being collected by the City of Hobart 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, [hobartcity.com.au](http://hobartcity.com.au).

Office use only: Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ CSO: \_\_\_\_\_