

# Permit to keep an animal form

## Keeping of Animals, Poultry and Bees Bylaw

<b>DETAILS OF APPLICANT</b>			
Full name of applicant:			
Applicant status: (tick appropriate box)			
<input type="checkbox"/>	Natural person		
<input type="checkbox"/>	Any body corporate		
<input type="checkbox"/>	Partnership		
<input type="checkbox"/>	Other, please state:		
<b>CONTACT DETAILS FOR APPLICANT</b>			
Contact name			
Phone number		Mobile	
Fax number		Email address	
Postal address for service			
Email address for a copy of the permit to be sent to			
<b>DETAILS OF ANIMALS TO BE KEPT</b>			
Location of area where animals are to be kept:			
<b>Please attach a plan of the location showing the boundaries of the area</b>			
Types and numbers of animals to be kept:			
Description of the proposal			

Animal management - Provide details of steps proposed to be taken			
(a) To ensure that no nuisances will arise from the keeping of animals			
(b) To ensure that no nuisances will arise from the keeping of animals			
(c) To ensure the animals will not cause any noise problems			
Applicant Signature		Date	
<b>CHECK FOR ATTACHMENTS</b>			
<input type="checkbox"/> A written statement from your local member of your community board- a box is provided for this below.			
<input type="checkbox"/> Affected person(s) written approval forms. All neighbours within 50 metres of the property boundary.			
<input type="checkbox"/> A plan of the location showing the boundaries of the area.			
<input type="checkbox"/> The fee of \$322.00 (inclusive of GST).			
<b>APPROVAL</b>			
I		being a member of the	Community Board
have no objection to the granting of this application.			
Applicant Signature		Date	

**WHAT HAPPENS NOW**

Once you have made your application, an animal control officer may then inspect your property and assess against the following criteria - the property is appropriate for the type and number of animals proposed, steps to ensure sanitary conditions, arrangements for exercise, food, water and shelter as relevant, the animals are properly confined to the property, and the animals are prevented from damaging neighbouring properties

Should you prefer to be present please indicate when applying.

You will need to get neighbours approval. When you make application, a Council officer will give a list of addresses of the properties that are considered to be affected by the proposal, and you will need to approach them and ask them to complete an Affected Person(s) Written Approval Form.

If everything is satisfactory and your neighbours have given approval, we will send you your permit.

**PERMIT CONDITIONS**

When granting a permit, Council will grant it with conditions. Examples of conditions are:

1. Your animals must not cause any noise problems for neighbours.
2. You must ensure your animals receive adequate food and water.
3. You must provide sufficient and proper housing if required by a Code of Practice issued by the Ministry for Primary Industries.
4. You may need to remove your animal(s) droppings from your property regularly so that they do not cause a nuisance to others.
5. The animals must not cause any damage to neighbouring property.
6. The animals must not create a nuisance. Examples of nuisances are offensive conditions, or an accumulation of material that may harbour vermin.

**CHANGES**

1. The permit will relate to this property only. If there is any change to your circumstances, you must notify us immediately as the permit may no longer be valid (you may need to apply for a new permit).

Examples of changes are:

- the number of animals is increased.
- a new type of animal is kept.

2. You must continue to meet the conditions in your permit. If you fail to meet the conditions then you may need to remove the animals from the property.