

Kennel Licence Application Package 2024/2025

We encourage you to read through the following information. It addresses many common questions and will guide you through the process of applying for a Kennel Licence. If you require information or assistance at this stage, please do not hesitate to contact Council's Senior Animal Management Officer on (03) 6216 6800.

When is a Kennel Licence required?

Under the Act, where a person keeps more than two (2) domestic dogs over six (6) months of age on a property, or four (4) working dogs, the person must apply to Glenorchy City Council for a Kennel Licence.

How to Apply for a Kennel Licence?

Firstly, you must publish a "Notice of Intention to Apply for Kennel Licence" in The Mercury Newspaper. Follow the steps below to complete this requirement:

1. Fill out the advertisement template attached on Page 7 of this document and make it your intention to place the advertisement in the Public Notices section of The Mercury newspaper, and to notify The Mercury newspaper of the date you would like your advertisement published.
2. Then either:
 - a. attend The Mercury Newspaper office in person, which is located at: Level 1, 2 Salamanca Square, Hobart, with the completed advertisement template and your payment, or,
 - b. scan and email the advertisement template to classifieds@themercury.com.au along with your reply contact details, or,
 - c. lodge the completed advertisement template with a local newsagent and leave your contact details with the newsagent for The Mercury to contact you.

If you choose to publish your advertisement by either steps 2b, or 2c above, The Mercury should contact you to provide you with a quote for the cost of the advertisement.

You can pay for your advertisement in person when you visit The Mercury offices. Additionally, you may have the option to pay over the phone using a debit or credit card

3. On the date your Intention to Apply for a Kennel Licence is advertised, obtain a physical copy of the newspaper showing the advertisement and date, or take a screenshot of the online advertisement with the date visible. Include this as proof of publication with your application to the Council.
4. Complete the Application for Kennel Licence on Page 8. Use the checklist on the Application for Kennel Licence to help you cover all of the necessary steps.

Submit your completed Application for Kennel Licence and a copy of the newspaper advertisement to Glenorchy City Council within seven (7) days of the advertisement date. You can lodge these documents by:

1. **In-Person lodgement and Payment:** Visit Glenorchy City Council's Customer Service Centre at 374 Main Road, Glenorchy, between 8:30 am and 5:00 pm, or
2. **Email lodgement and Phone Payment:** Email the documents to gccmail@gcc.tas.gov.au. The following day, call Glenorchy City Council's Customer Service Centre at (03) 6216 6800 between 8:30 am and 5:00 pm to make the payment.

Important Information about the Kennel Licence Application Process

Rental Properties

If you are leasing or renting, whether privately or through Housing Tasmania, you must include a letter from the property owner with your application. This letter must grant you permission to obtain a Kennel Licence for keeping more than two (2) dogs. Your application will not be considered without this documentation.

Glenorchy City Council understands that Housing Tasmania does not permit tenants to keep more than two dogs on their properties. Therefore, the Council is unable to approve applications for Kennel Licences in these cases.

Property Size Limitations

Glenorchy City Council's Dog Management Policy 2022 provides for the following restrictions:-

- Licences will not be granted for five (5) or more dogs in a residential zone of the Tasmanian Planning Scheme (Glenorchy).
- Licences will not be granted in respect of properties where the total property area is less than 400sq metres.

Who may object to your Kennel Licence Application?

Anyone residing within 200 meters of the premises advertised for keeping the dogs may object to an Intention to Apply for a Kennel Licence. For an objection to be considered valid, it must be clearly stated, relevant, and based on factual reasons. The Council may conduct investigations to verify any objections.

How will Glenorchy City Council progress your Application?

Firstly, Glenorchy City Council strives to balance maintaining control over the number of dogs in an increasingly dense urban environment while considering the peace and amenity of neighbouring residents and the health and well-being of the dogs.

Glenorchy City Council will process a Kennel Licence Application as quickly as possible. However, the Council cannot issue any Licence until 28 days after the advertisement date of the Intention to Apply for a Kennel Licence.

As part of the application process, an Animal Management Officer will inspect your property. This inspection will include the yard, the proposed sleeping area for the dogs, fencing, kennels, and the dogs themselves.

Once all factors have been considered and a decision has been made, the Council will notify the applicant of the outcome.

If the application is successful, the Licence will be issued with specific conditions and an expiry date.

If the licence is refused, the applicant will receive written notification

How will Council consider and decide on whether to approve your Application?

Glenorchy City Council will consider a number of legal compliance matters and whether it is reasonable and not against the public interest for a Kennel Licence to be granted.

The specific things that will be considered include, but not limited to:

- are the dogs permitted at the premises by the property's owner?
- are objections of merit, and/or raise concerns of whether a Licence should be granted?
- is there past history of non-compliance that warrants a Licence not to be granted?
- will granting a Licence encourage or contribute to any offences or nuisances?
- is the size of the property reasonable for the size and breed of dogs proposed to be kept, and/or, in the way they are kept?
- are there concerns for the welfare of dogs on the property?
- are there any matters relating to odour nuisances, public health and public amenity?

A Licence will not be issued until all dogs kept on the property are registered and microchipped, and otherwise compliant with the Act.

Can Council refuse to approve a Kennel Licence Application or Renewal?

Under the Act, Glenorchy City Council may refuse to approve a Kennel Licence application if it is of the opinion that:

- the premises is unfit for the purpose of keeping the number and type of dogs applied for, and,
- it would be in the public interest not to grant the licence.

Glenorchy City Council may also refuse the renewal of an existing Licence if Council is of the opinion that:

- the requirements of the *Dog Control Act 2000* and/or other relevant Acts, and the Dog Management Policy 2022 are not being complied with,
- the condition of the premises is creating a nuisance,
- it is in the public interest that the Licence is not renewed.

Glenorchy City Council may progress the cancellation of a Kennel Licence if satisfied that the Act is not being complied with.

What if Council refuses to grant, renew, or intends to cancel a Kennel Licence?

Before cancelling an existing Kennel Licence, Glenorchy City Council is to give one (1) months' notice in writing to the Licence holder to show cause why a Kennel Licence should not be cancelled. Glenorchy City Council is to consider any representations which the Licence holder may make in that respect.

The Applicant of a new Kennel Licence or the holder of an existing Kennel Licence may apply to the Magistrates Court (Administrative Appeals Division) within fourteen (14) days after being notified of a refusal, cancellation, or decision to cancel a Kennel Licence.

At a court hearing of an appeal, the Magistrate may:

- dismiss the appeal, or,
- direct the General Manager to grant or renew the Licence, and,
- revoke the Council's decision to cancel the Licence, subject to any conditions the Court thinks fit, and,
- Council must comply with any directions given to it by the Court

Yards and Kennels

Generally, this section is not applicable to Applicants who intend to provide portable standalone dog kennels as shelter for dogs with regard to applying for a Kennel Licence.

If a kennel is being constructed to allow for larger fixed dog housing, in addition to any requirements under the Tasmanian Planning Scheme – Glenorchy (as amended), the following specifications are considered as minimum requirements for the construction of kennels (or retro-fitted sheds) on Licensed premises, - these requirements also apply on premises where a Kennel Licence is not held:

- the kennel or enclosure is to be at least nine (9) metres from any neighbouring dwelling,
- the kennel or enclosure must be at least one (1) metre from any property boundary,
- the premises must be secured effectively so as to contain any dogs on the property,
- the kennel or enclosure must be constructed in such a way as to provide effective methods of cleaning and disinfection,
- the kennel or enclosure must be constructed or situated in a manner that ensures the health and welfare of dogs in respect of adverse weather conditions,
- there must be sufficient room to allow reasonable freedom of movement for all dogs,
- there must be a raised off the ground (50mm minimum) weatherproof sleeping area for dogs,
- adequate ventilation and insulation must be provided to maintain a comfortable internal temperature, free from condensation and adverse heat, and
- a sanitary method of disposal of dog waste **must** be provided.

Council may issue a Kennel Licence for the keeping of a specified number of dogs on a premise which does not meet with some or all of the above minimum specifications, provided that, the General Manager or delegate is satisfied that:

- legislative requirements are being met,
- adequate provisions for the health, welfare and control of the dogs is provided, and,
- that no nuisance is likely to occur to any other person in any other premise.

Will planning and building approval be required?

Maybe...

Under normal circumstances, Planning and Building approval is not required if the dogs are kept as pets and portable Kennels or basic sleeping areas are provided.

If an Applicant is thinking of building an enclosure that is larger than ten (10) square metres, you will be asked through the application process if you have contacted Council's Building and Planning section for advice.

Special attention should be given to the following regarding the construction of fixed Kennels.

- a) a building of solid construction must not be built within 4.5 metres to a designated road frontage.
- b) any part of the building must not encroach within any service easement, and within two (2) metres of sewerage pipes, and one (1) metre of stormwater pipes.

As indicated, it is recommended that you contact Council's Building and Planning section for advice.

Conditions

Glenorchy City Council may grant a Licence that is subject to one or more conditions.

Where a Licence is granted for the keeping of dogs on premises that does not meet all of the considerations, it is to be expected that a Licence will be subject to a number of conditions that must be complied with.

Licence holders should be aware that a failure to comply with the conditions listed on the Licence might result in the cancellation or non-renewal of the Licence.

Annual Renewal of Kennel Licences

Kennel Licences expire on the 30th day of June each year and Kennel Licence Renewal forms will be distributed each year by Council.

Licences may be renewed for a further twelve months upon payment of the prescribed fee, and where required, a satisfactory inspection of the premises by an Animal Management Officer.

Can a Kennel Licence be transferred to another person or property?

Licences are not transferable from person to person, nor are they transferable from property to property, therefore a new application will need to be submitted if:

- you sell your property, and the new owner requires a Kennel Licence, or
- you move to another property and wish to retain your licence,

If a person does not renew a Licence when and as required, and the Licence becomes expired, a new application and fee will need to be submitted to reinstate a Kennel Licence to the property.

Cost of Kennel Licence

Glenorchy City Council has set the following fees for financial year 2024/2025.

Application for Kennel Licence: \$115.30

Renewal of Kennel Licence: \$71.90

An Applicant will need to pay the Application for Kennel Licence fee, as well as costs of publishing the Intention to Apply for a Kennel Licence advertisement in The Mercury newspaper.

Penalties

Section 50(1) of the *Dog Control Act 2000* outlines that a person who keeps more than two dogs (or in the case of working dogs, four dogs) over the age of six months, on any unlicensed premises is subject to an offence of five (5) penalty units.

Section 51(3) of *Dog Control Act 2000* outlines that if a person fails to publish a Notice of Intention to Apply for a Kennel Licence in the newspaper, the person is subject to an offence of two (2) penalty units.

DOG CONTROL ACT 2000

Section 51 (3)

GLENORCHY CITY COUNCIL

**NOTICE OF INTENTION TO APPLY
FOR KENNEL LICENCE**

Notice is hereby given that it is my
intention to apply to Glenorchy
City Council
for a Kennel Licence to keep _____
dogs at

(address) _____

Persons residing within 200
metres of the above premises
may, within fourteen (14) days
after the publication of this
notice, object in writing to the
General Manager of Glenorchy
City Council stating their reasons
of objection to the granting of the
Licence.

Applicant Signature

APPLICATION FOR KENNEL LICENCE

TO: The General Manager, Glenorchy City Council

I (name): _____

of (address): _____

Contact Phone Numbers: _____ Email: _____

in the State of Tasmania, hereby apply for Kennel Licence type:

- KL1 – up to 5 domestic dogs**

 KL2 – More than 5 domestic dogs
 KLG1 – up to 5 Greyhounds

 KLG2 – More than 5 Greyhounds

to keep at the premises situated at (premises) _____

dogs of the following breed/s:

BREED	DISC NUMBER	MICROCHIP NUMBER

I undertake that all the requirements of the *Dog Control Act 2000* and Council’s Dog Management Policy 2022 will be complied with in relation to the keeping of dogs on these premises.

- I tender herewith the prescribed fee of
- \$115.30** - KL1 and KL2 Application fee
 - \$396.70** - KLG1 Application fee
 - \$576.10** - KLG2 Application fee

DATED: ____ / ____ / 20____

SIGNED: _____

PAYMENT RECEIPT No: _____

Personal Information Protection Statement

The personal information on this form is required by Council for updating records. We will use your personal information for this related purpose. If this information is not provided, we may not be able to deal with this matter. You may access and or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.gcc.tas.gov.au or at Council offices.

Checklist

- If required, attached a letter from your landlord? Advertised in The Mercury newspaper?
- Attached a copy of the advertisement page with date visible?
- Provided an accurate description of the dogs to be kept, and microchip numbers?