

Fact Sheet – Kennel Licence

Key Requirements

Under the *Dog Control Act 2000*, any person who keeps:

- More than two (2) domestic dogs over six (6) months of age on a property, or
- Four (4) working dogs

must apply to Council for a Kennel Licence.

If you are unsure whether an Application for Kennel Licence is likely to be approved, you are encouraged to contact Council to discuss your proposal with the Senior Animal Management Officer before proceeding.

Notice of Intention to Apply for a Kennel Licence

If the property proposed for a Kennel Licence is within 200 metres of another private property, the applicant must publish a **Notice of Intention to Apply for a Kennel Licence** in *The Mercury* newspaper.

Follow the steps below to complete this requirement.

1. Prepare the Advertisement

Complete the **advertisement template within this document**, indicating your intention to place the advertisement in the Public Notices section of *the Mercury*.

2. Submit the Advertisement

You can arrange the publication of your advertisement by either:

- a) **Attend:** In person at *The Mercury* offices located at: Level 1, 2 Salamanca Square, Hobart, with the completed advertisement template and your payment.
- b) **Email:** Scan and email the completed advertisement template to aaency@news.com.au, Include your contact details so *The Mercury* can contact you to arrange payment.
- c) **Local Newsagent:** You may also lodge the completed template with a local newsagent. Include your contact details so *The Mercury* can contact you to arrange payment.

3. Obtain Proof of Publication

On the date the advertisement is published:

- Obtain a physical copy of the newspaper showing the advertisement and date, or
- Take a screenshot of the online advertisement showing the publication date.

This must be included with your application as proof of publication.

4. **Complete and Submit the Application**

Complete an Application for Kennel Licence. Use the checklist on the Application to help you cover all the necessary steps.

Submit the completed application and proof of advertisement **to Glenorchy City Council within seven (7) days of the advertisement date.**

Important Information About the Application Process

Rental Properties

If you are leasing or renting a property, you must include **written permission from the property owner** with your application confirming that they consent to you keeping more than two dogs.

Your application **cannot be considered without this documentation.**

Council understands that Homes Tasmania does not generally permit tenants to keep more than two dogs. Applications for Kennel Licences are unlikely be approved in these circumstances.

Property Size Limitations

Glenorchy City Council's Dog Management Policy provides that:

- Kennel Licences will **not be granted for five (5) or more dogs** on properties located in a residential zone under the Tasmanian Planning Scheme (Glenorchy).
- Kennel Licences will **not be granted for properties smaller than 400 square metres.**

Objections to Kennel Licence Applications

A person **owning or residing within 200 metres of the premises** may lodge an objection to a Kennel Licence application.

For an objection to be considered, it must:

- clearly state relevant and factual reasons for the objection; and
- relate to relevant matters such as nuisance, amenity, or public interest.

Council may investigate matters raised in an objection before making a decision.

How Council Will Progress Your Application

While Council acknowledges the social and personal benefits of dog ownership, it must balance the impacts of dogs in increasingly dense urban environments with the amenity of neighbouring residents and the health and wellbeing of the broader community.

Applications will be processed as soon as practicable; however, Council cannot issue a Kennel Licence until 28 days after the date of the advertisement.

As part of the process:

- an **Animal Management Officer will inspect your property.**
- the inspection will include the yard, fencing, dog sleeping areas, kennels, and the dogs themselves.

Once all matters have been considered, Council will notify the applicant **in writing** of the outcome.

If the application is approved:

- a Kennel Licence will be issued with conditions, and
- the licence will include an expiry date.

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

How Council Decides Applications

When deciding an application, Council will consider whether granting a Kennel Licence is reasonable and in the public interest.

Matters that may be considered include, but are not limited to:

- whether the property owner permits the dogs to be kept at the premises,
- whether any objections raise relevant concerns,
- any history of non-compliance with dog control laws,
- whether granting a licence may cause or contribute to offences or nuisances,
- whether the size of the property is suitable for the number and breed of dogs,
- potential impacts on public health, amenity, or odour.

A licence will **not be issued** until all dogs on the property are:

- registered and microchipped, and
- otherwise compliant with the *Dog Control Act 2000*.

Refusal, Renewal or Cancellation of a Kennel Licence

Council may refuse a Kennel Licence application if it considers that:

- the premises **are not suitable for the number and type of dogs proposed**, and
- granting the licence would **not be in the public interest**.

Council may refuse to renew a licence if:

- the requirements of the *Dog Control Act 2000*, other relevant legislation, or the Dog Management Policy are not being complied with,
- the dogs or the conditions of the premises have caused a nuisance,
- renewal would not be in the public interest.

Council may also cancel a Kennel Licence if satisfied that the *Dog Control Act 2000* is not being complied with, or offences have occurred.

Appeals

Before cancelling an existing Kennel Licence, Council must give the licence holder one (1) month's written notice to show cause why the licence should not be cancelled. The licence holder may make representations to Council during this period.

An applicant or licence holder may appeal a decision to:

- **Tasmanian Civil and Administrative Tribunal (TASCAT)** within **14 days of receiving notice** of the decision.

The Tribunal may:

- dismiss the appeal,
- direct Council to grant or renew the licence,
- revoke Council's decision to cancel the licence, or
- impose conditions on the licence.

Council must comply with any directions given by the Tribunal.

Kennel and Enclosure Requirements

If fixed kennels or enclosures are constructed, the following minimum standards generally apply:

- kennels must be at least 9 metres from neighbouring dwellings,
- kennels must be at least 1 metre from property boundaries,
- the property must be securely fenced to contain dogs,
- structures must allow effective cleaning and disinfection,
- adequate protection must be provided from weather conditions,
- dogs must have sufficient space for movement,

- sleeping areas must be weatherproof and raised at least 50 mm above ground,
- kennels must provide adequate ventilation and insulation,
- appropriate waste disposal arrangements must be provided.

Council may approve a licence where some specifications are not fully met if satisfied that:

- legislative requirements are met,
- adequate provisions exist for dog welfare and control,
- no nuisance is likely to occur.

Planning and Building Approval

Planning and building approval is generally **not required** where dogs are kept as pets and **portable kennels or basic sleeping areas** are used.

If constructing a kennel or enclosure larger than **10m²**, applicants should contact **Council's Building and Planning section** for advice.

Conditions

Council may issue a Kennel Licence **subject to conditions**.

Failure to comply with licence conditions may result in:

- cancellation of the licence, or
- refusal to renew the Licence.

Annual Renewal

Kennel Licences expire on 30 June each year.

Licence holders will receive a renewal notice and may renew the licence for a further **12 months** upon payment of the prescribed fee.

Council may also conduct a **property inspection prior to renewal**.

Transfer of Licences

Kennel Licences cannot be transferred:

- between people, or
- between properties.

A new application is required if:

- the property is sold and the new owner wishes to keep multiple dogs, or
- the licence holder moves to another property.

If a licence expires and is not renewed, a new application and fee will be required.

Penalties:

The following offences and penalties may apply under the *Dog Control Act 2000*:

- **Section 50(1)** – keeping more than two dogs (or four working dogs) over six months of age on an unlicensed premises is an offence of one (1) penalty unit.
- **Section 51(3)** – failing to publish a Notice of Intention to Apply for a Kennel Licence is an offence of half (0.5) of 1 penalty unit.
- **Section 55(3)** – keeping a dog of a breed or type not permitted under the conditions of a Kennel Licence is an offence of one (1) penalty unit.
- **Section 55(4)** – keeping more dogs on a property than the maximum number permitted under a Kennel Licence is an offence of one (1) penalty unit.

Newspaper Advertisement Template Helper

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