

<b>Details of Applicant</b> (Please use <b>BLOCK LETTERS</b> )			
Title (Mr, Mrs, etc)	Forename/s:	Surname:	
Address:			Postcode:
Premises at which dogs are to be kept ( <i>if different from above</i> )			Postcode:
Telephone No:		Mobile No:	
Email address ( <i>if available</i> ):			
Date of expiry of previous licence ( <i>if any</i> ):			
<b>Description of Dog</b>			
Colour:	Breed:	Male/Female	Neutered: Yes/No
Age	Distinguishing marks ( <i>if any</i> )		KC or other Registration no:
Microchip Number: <b>COMPULSORY</b>	Name of Dog ( <i>if any</i> ):		
<b>Control Conditions</b>			
Is a notice in force attaching control conditions under Article 30A(2) of the Dogs (NI) Order 1983 as amended to a previous licence held in respect of the above dog?			Yes / No
If Yes, please give the serial number of notice:			
<b>Exemption for Prohibited Types</b>			
Is the dog above subject to a contingent destruction order under Article 25C(4) or Article 33(1)(b) of the Dogs (NI) Order 1983 as amended?			Yes / No
If Yes, please give either:			
The date of that court order:			
The serial number of an exemption certificate issued in respect of the dog:			
It is requirement that a policy of third party insurance is in force in respect of any exempted dog. Please supply			
Policy Provider:		Policy Number:	

<b>Fees and Concessions (please tick one) – Verification of Concessions (if Applicable) WILL BE REQUIRED (see notes attached) Q4</b>	<b>Tick as appropriate</b>	<b>Fee</b>
I am eligible for a free licence as I am over 65 and this is the first or only dog I keep.		None
I am over 65 and have already claimed a free licence for one dog.		£5.00
I am in receipt of <b>Universal Credit, State Pension Credit, Income Support, Housing Benefit, Income-based Jobseekers Allowance, Income-related Employment &amp; Support Allowance or Working Tax Credit</b> at the time of the application for the licence. ( <i>Please provide proof</i> )		£5.00
The dog described above is neutered.		£5.00
None of the above.		£12.50

**NOTE: The information given above may be subject to verification checks.**

WARNING: An applicant for a licence who, in this form, knowingly and wilfully makes a statement which is false in a material particular is liable to prosecution.

I declare that the information given above is correct in every respect. I am not under 16 years of age and I have not been disqualified from keeping a dog.

Signed:	Date:
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As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email [environmentalhealth@causewaycoastandglens.gov.uk](mailto:environmentalhealth@causewaycoastandglens.gov.uk) to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.

<b>OFFICE USE ONLY</b>	Licence No.:	Issued By:	Date:
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# DOG LICENCES – NOTES FOR GUIDANCE

## Q1 Does everyone who keeps a dog need a licence?

Generally speaking, yes. However if the dog falls into any of the following categories you do not need a licence.

Exceptions:

- (a) A Guide Dog;
- (b) A Police Dog;
- (c) A dog under 6 months old kept by the person who at the time of birth kept the bitch which gave it birth;
- (d) A dog kept in a pet shop licensed by the Department of Agriculture, where the dog is on offer for sale to the public;
- (e) A dog kept by a person who already holds a Block Licence for the premises where the dog is kept (see Q12).

## Q2 When should I get a dog licence?

You must buy a dog licence before you take possession of a dog. If you do not, both you and the supplier of the dog are committing an offence.

## Q3 How much does a licence cost?

Basic Licence..... **£12.50**  
Block Licence (see Q12)..... **£32.00**  
Concessionary Licence (see Q4)

## Q4 Who is entitled to a Concessionary Dog Licence and how much does it cost?

Over 65 and this is the first or only dog..... **FREE**

(Verification required on first application)

Over 65 and claimed a free licence for one dog..... **£5.00**

(Verification required on first application)

In receipt of Universal Credit, State Pension Credit, Income Support, Housing Benefit, Income-based Jobseekers Allowance, Income-related Employment & Support Allowance or Working Tax Credit..... **£5.00**

(Verification required annually)

Dog is sterilised (i.e. neutered or spayed)..... **£5.00**

(Verification required on first application)

## Q5 How do I apply for a Licence?

You complete the application form overleaf and either post or deliver with the appropriate licence fee to one of the following Causeway Coast & Glens Borough Council offices:

“Riada House”, 14 Charles Street, Ballymoney, BT53 6DZ.

“Cloonavin”, 66 Portstewart Road, Coleraine, BT52 1EY.

7 Connell Street, Limavady, BT49 0HA.

“Sheskburn House”, 7 Mary Street, Ballycastle, BT54 6QH.

Alternatively you can apply online at:

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

## Q6 What information do I need to apply?

The dog needs to be microchipped before you can obtain a licence. You need to provide the microchip number along with a description of the dog.

## Q7 Must I be a minimum age to obtain a Dog Licence?

Yes – 16 years old.

## Q8 How long does a Dog Licence Last?

A Licence is valid for one year from the commencement date.

## Q9 Do I need any other form of ID on my dog's collar?

Yes, you are required to fasten a disc with your name and address to your dog's collar. It is also advisable to put your dog's name and a telephone number (mobile phone number is preferable) on the disc. Failure to do so may result in a fixed penalty notice being issued.

## Q10 Can a Dog Licence be transferred?

Yes. If your dog dies, and you hold a valid Dog Licence, you can apply to Causeway Coast & Glens Borough Council with details of the replacement dog. Control conditions(s) imposed on an individual dog will transfer to the new owner. Where a dog is transferred to a new owner any control conditions imposed on that dog will transfer to the new owner.

## Q11 Can I get a refund of Licence fee?

Yes – but only if within 30 days from the date of issue:-

- (a) You do not get a dog; or
- (b) You dispose of the dog; or
- (c) The dog dies.

To apply for a refund you should fill in the relevant form and return it to Causeway Coast & Glens Borough Council.

## Q12 Who can get a block licence?

Any person who keeps on the same premises:-

- (a) 3 or more unsterilized bitches which are not kept under a breeding establishment licence;
- (b) 3 or more dogs (including bitches) registered with the Kennel Club or other approved registering organisation;
- (c) If a person keeps as part of a registered guard dog kennels 3 or more dogs which are used as guard dogs elsewhere.

## Q13 Stray Dogs?

Your dog must not be allowed to stray, this may include permitting your dog to wander unaccompanied. This could result in your dog being impounded by your local Council and a fixed penalty notice may be issued.

## Q14 Attacks by Dogs?

It is your responsibility to ensure that your dog does not attack persons, livestock or domestic animals. If it does you may be liable to heavy fines on conviction and in such cases the Court may order the destruction of the dog.

## Q15 Dog Fouling?

As a dog owner, you are responsible for cleaning up after your dog. Failure to do so may result in a fixed penalty notice being issued. Dog fouling is unpleasant and ruins the environment for residents and visitors. Help keep Causeway Coast & Glens clean.

## Q16 Welfare of Animals?

Councils have responsibility for enforcement of the powers in the Welfare of Animals (NI) Act 2011, in respect of domestic pets, horses and donkeys.

All persons responsible for animals must take positive steps to ensure they care for their animals properly and in particular must provide their animal with the five welfare needs, which are:

- 🐾 The need for a suitable environment.
- 🐾 The need for a suitable diet.
- 🐾 The need to be able to exhibit normal behaviour patterns.
- 🐾 The need to be housed with, or apart, from other animals.
- 🐾 The need to be protected from pain, suffering, injury and disease.

**Further information, advice and guidance on ensuring the welfare of your dog is available by contacting the Animal Welfare Service of Council on 028 2566 0412.**

Welfare complaints in respect of farmed animals i.e. animals bred or kept for the production of food, wool or skin or other farming purposes, should be referred to the Department of Agriculture and Rural Development by calling: 0300 200 7840. Welfare complaints in respect of wild animals or animal fighting should be referred to the Police Service Northern Ireland by dialling 101.

## Q17 Tail Docking?

Under the Welfare of Animals Act (NI) 2011, it is an offence to remove the whole or part of a dog's tail unless the dog is a working dog and has been certified as such by vet before it is 8 weeks old.

## NOTE:

- (1) It is an offence to apply for or obtain a Licence while disqualified from keeping a dog under The Dogs (NI) Order 1983 as amended or The Welfare of Animals Act (NI) 2011.
- (2) If you keep or take possession of a dog without a Dog Licence you will be liable to a fine of £1,000.