KING ISLAND COUNCIL

Kennel Licence Applications

Please take the time to read through the following information as it answers many commonly asked questions and is designed to assist you when submitting an application for a kennel licence.

The *Dog Control Act 2000* contains a number of procedures that must be followed by an applicant prior to, and when lodging their application. Similarly, the *Act* also describes the manner in which Council will process the application. To enable your application to be dealt with in the shortest possible time please ensure that all relevant information is provided. Should you require further information or assistance please do not hesitate to contact Council on 6462 9000.

WHEN IS A KENNEL LICENCE REQUIRED?

Where a person keeps more than 2 dogs (or, in the case of working dogs, 4 dogs) on any property they must apply to the General Manager for a Kennel Licence.

HOW TO APPLY FOR A LICENCE

You are required by public notice to notify your intention of applying for a kennel licence. This is done by placing a "Notice of Intention to Apply for a Kennel Licence" in a daily newspaper circulated throughout the Municipality of King Island. To comply with this requirement the notice is to be placed in The Advocate.

The notice must be in the prescribed form (attached).

Keep a copy of this advertisement as you will need proof of publication. It is recommended that the entire page of the newspaper on which the advertisement appears be submitted with your application. This will provide proof of the date advertised.

Complete the attached "Application for Kennel Licence" form. Use the check list on the back of the form to ensure that your application can be processed.

Lodge the application together with the prescribed fee and a copy of the newspaper notice containing proof of the date advertised within 3 days after publication of the notice.

WHO MAY OBJECT TO THE GRANTING OF THE LICENCE?

Any person residing or owning land within 200 meters of the property boundary where the dogs are to be kept may submit a written objection to the General Manager within 14 days of publication of the "Notice of Intention to Apply for Kennel Licence". The reasons for the objection must be clearly set out.

HOW WILL COUNCIL PROCESS THE APPLICATION?

The owners of adjoining properties will normally be notified of the application. Council cannot consider the application until 28 days after the publication of the "Notice of Intention to Apply for Kennel Licence". A Council Officer will inspect the property including all kennels and yards. The application will not be considered until all dogs kept on the property are registered.

HOW WILL COUNCIL REACH A DECISION?

In reaching a decision as to whether to grant a licence and if so what conditions, if any, shall apply to the licence, the General Manager may take into account any relevant objections.

The site inspections report will be considered together with any other matters that relate to public health and environmental laws.

The likelihood of the dogs creating a nuisance by barking or otherwise will be taken into consideration.

Once a decision had been made, Council will notify the applicant of the outcome of their application.

Where the application is successful the licence will be issued together with a covering letter drawing the licence holder's attention to the conditions that apply to the licence, and notification of the date that the licence expires.

Where a licence is refused the applicant will receive written notification.

CAN COUNCIL REFUSE TO GRANT, RENEW OR CANCEL A LICENCE?

The General Manager may refuse to grant a licence if they are of the opinion that:

- the premises are unfit for the purpose of keeping the number and type of dogs applied for; or
- It would be in the public interest not to grant the licence.

Renewal of a licence may be refused if Council is of the opinion that:

- The requirements of the *Dog Control Act* and the *Public Health Act* are not being complied with.
- The condition of the premises is creating a nuisance.
- The requirements of the *Dog Control Regulations* are not being complied with.
- It is in the public interest that the licence not be renewed.

A licence may be cancelled at any time if Council is satisfied that:

- The premises does not comply with the Dog Control Regulations.
- Laws relating to public health and environmental protection are not being complied with.

WHAT IF COUNCIL REFUSES TO GRANT, OR RENEW, OR INTENDS TO CANCEL A LICENCE?

You may appeal to a magistrate. An appeal shall:

- be instituted by giving written notice to the Clerk of Petty Sessions on the Prescribed form;

- be accompanied by the prescribed fee; and
- be made within the prescribed time (21 days of the date of Council notification); or
- Otherwise, be instituted in the prescribed manner.

At the hearing of an appeal the magistrate may:

- dismiss the appeal;
- direct the Council to grant or renew the licence; Quash the Council's decision to cancel the licence, subject to any conditions the magistrate thinks fit; and
- Council must comply with any directions given to it by the magistrate.

SPECIFICATIONS FOR THE CONSTRUCTION OF KENNELS AND YARDS

The following specifications are recommended as the minimum required for the construction of kennels and yards on licensed premises:

- The kennel or yard shall be at least 9 meters from any dwelling house.
- The kennel or yards shall be at least 2 meters from any boundary of the premises on which the yard is constructed.
- The premises shall be enclosed in such a manner so as to contain any dogs kept in the kennel or yard.
- The kennel or yards shall be constructed in such a way as to provide effective methods of cleaning and disinfection.
- There shall be sufficient room to allow dogs reasonable freedom of movement.
- There shall be a raised suitable sleeping area.
- Adequate ventilation and insulation shall be provided to maintain a comfortable supply of fresh air.
- A sanitary method of disposal of excreta and waste shall be provided.

When the General Manager is satisfied that adequate provisions for health, welfare and control of the dogs are provided, and that no nuisance to any other person will occur, and all laws relating to public health and environmental protection will be satisfied, Council may issue a kennel licence.

WILL PLANNING AND BUILDING APPROVAL BE REQUIRED?

Under normal circumstances planning and building approval is not required if the dogs are kept as pets, working or hunting dogs or for show purposes. However, if the total floor area of the kennels exceeds 10 square meters the above approvals may be required.

CONDITIONS

Council may grant a licence which is subject to one or more conditions. Where a licence is granted for the keeping of dogs on premises that do not meet the above-mentioned specifications, it can be expected that the licence will be subjected to a number of conditions.

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

RENEWAL OF LICENCE

Kennel licences expire on 30 June each year.

Licences may be renewed for a further 12 months upon payment of the prescribed fee and a satisfactory inspection of the premises by a Council Officer.

CAN THE LICENCE BE TRANSFERRED TO ANOTHER PERSON OR PROPERTY?

Licences are not transferable from one person to another, nor are they transferable from property, therefore 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.

A new application will need to be submitted.

COSTS

For the period 2025/26 financial year fees are as follows:

- Application for a Kennel Licence: **$138.00**
- New Kennel Licence Renewal of Kennel Licence **$75.00**

Apart from the fees, an applicant will need to meet the costs of publishing their intention to apply for a licence.

PENALTIES

Section 50(1) of the Dog Control Act 2000 states that a person who keeps more than 2 dogs (or in the case of working dogs, 4 dogs) over the age of 6 months, on any premises not being a licenced premise, is guilty of an offence and is liable on summary conviction to a maximum fine of five penalty units as set by Tasmanian Department of Justice on 1 July 2025 for the current financial year (2025/26) 1 penalty unit = **$213.00**.

Normally an Authorised Officer would issue an Infringement Notice for an unlicensed premise of one (1) penalty unit.

Template for The Advocate newspaper advertisement

NOTICE OF INTENTION TO APPLY FOR A KENNEL LICENCE (FOR KEEPING OF SEVERAL DOGS)

Notice is hereby given that it is my intention to apply to the King Island Council for a licence to up to:

Number of dogs: .....

Breed of dogs: .....

At my premises, situated at:

Address: .....

Persons residing or owning land within 200 metres of the above premises may, within 14 days after the publication of this notice, object in writing to the General Manager of King Island Council stating their reasons of objection to the grant of the licence.

Signed: ..... (Applicant)

Note:

The advertisement may be placed in The Advocate under "Public Notices", returned to Council with proof of publication within 7 days of the advertisement appearing in the newspaper.

KING ISLAND COUNCIL

APPLICATION FOR KENNEL LICENCE

TO:
The General Manager
King Island Council
PO Box 147
CURRIE TAS 7256

I, ...

of .....

In the state of Tasmania, hereby apply for a kennel licence for the purposes of keeping at the premises situated at ..... dogs of the following breed(s) or kind(s):

BREED(S) OR KIND(S)	NUMBER

A copy of the daily newspaper containing the advertisement as required pursuant to the *Dog Control Act 2000* is attached.

I undertake that all the requirements of the *Dog Control Act 2000* and the relevant regulations will be observed in relation to the keeping of dogs on these premises.

I tender herewith the prescribed fee of **$138.00**.

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

Signature: .....

Daytime contact number: .....

KING ISLAND COUNCIL

INSPECTION CHECK FOR KENNEL LICENCE

Date of inspection:

Name of applicant:

Address:

Distance between kennel and any dwelling house? (at least 9 metres)

Distance between kennel and property boundary? (at least 2 meters)

Details of construction materials of kennel

Height of fencing and/or gates and details of construction material

Details of sleeping area

Details of ventilation / insulation

How will you be disposing of waste?

Additional comments:

Conditions to permit:

Inspecting officer: **Signature:**

KING ISLAND COUNCIL

APPLICATION FOR KENNEL LICENCE

CHECKLIST

Have you:

- ☐ Advertised your intention to apply for a kennel licence?
- ☐ Attached a copy of the entire page of the advertisement with proof of the date advertised?
- ☐ Made sure all the dogs are currently registered?
- ☐ Given your full name and address?
- ☐ Given an accurate description of the breed or kinds of dogs to be kept?
- ☐ Signed and dated the application?
- ☐ Provided a daytime contact telephone number?