

# Responsible Dog Owner Application Form

**Clutha**  
District Council



## INTRODUCTION

The Clutha District Council's Responsible Owner Policy exists to recognise and encourage responsible dog ownership. Responsible Owners pay a reduced registration in recognition of their responsible ownership.

The application process consists of:

- Meeting the criteria as outlined below.
- A property inspection by an Animal Control Officer that includes an education component.

If you meet the criteria below you are eligible to apply for a Responsible Owner status. Please complete the shaded areas of the application form and deliver to any CDC office or post to Clutha District Council PO Box 25, Balclutha 9240.

### CRITERIA (PLEASE CIRCLE APPROPRIATE ANSWER)

1. My dogs have been registered with the Clutha District Council for two of more years and have been registered on time before 31 July	Yes	No
2. I am the registered owner of the dog (or spouse/partner).	Yes	No
3. My property is adequately fenced to contain my dog(s) at all times.	Yes	No
4. I am aware of and fully comply with the Dog Control Bylaws, including keeping dog(s) on a lead in the street, removal of droppings, preventing barking nuisances.	Yes	No
5. My dog(s) have not been impounded by Animal Control in the past 2 years.	Yes	No
6. My dog(s) are microchipped and the numbers have been supplied to council	Yes	No

If you answered 'yes' to all the above statements, you are eligible to apply for Responsible Owner Status.

### OTHER REQUIREMENTS

#### RESPONSIBLE OWNER POLICY FEE TO BE PAID ON APPLICATION: Inspection fee \$25.00

Inspections will be conducted within 28 days of the application.

**However, during registration period (July/August) there will be no site inspections**

Selection is made by the Animal Control Officer, who:

- Must be satisfied that the dog(s) pose 'a no risk control problem'.
- Must be satisfied that the owner is fully aware of the need for, and carries out, proper feeding of the dog(s).

As the owner you must:

- Re-register all dog(s) on the due date (owners not registering dogs during July will be removed from the Responsible Owner status).
- Have no valid complaints regarding your dog(s) for 2 years previous to application.
- Comply with property inspection appointments that includes an education component.

### PLEASE COMPLETE FOR FOLLOWING DETAILS:

Name: \_\_\_\_\_ Physical Address: \_\_\_\_\_  
Postal Address: (if different) \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Dog(s) Name: \_\_\_\_\_ Dog(s) Breed: \_\_\_\_\_ Dog(s) Tag No: \_\_\_\_\_  
Dog(s) Name: \_\_\_\_\_ Dog(s) Breed: \_\_\_\_\_ Dog(s) Tag No: \_\_\_\_\_

### Note:

1. Refunds will be calculated on a pro-rata basis from the time of approval to the end of the current year. There will be no refund on applications received after the 30<sup>th</sup> April or if the application has been declined.
2. Responsible Owner Status applies only to the inspected property. If the owner moves, they must reapply and pay an inspection fee at their new address.

I wish to apply for Responsible Owner Status:

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS SIDE IS TO BE COMPLETED WITH THE ANIMAL CONTROL OFFICER WHEN PROPERTY IS INSPECTED**

You will receive notice of a property inspection by an Animal Control Officer where, as the registered owner of the dog, you are required to be present. At the time of the property inspection, you will be advised as to whether Responsible Owner status has been approved or declined.

OFFICE USE ONLY	YES	NO
Registered owner/spouse		
Has owner dog for a least 2 years (Check DSD)		
Currently registered		
No impounding for 2 years previous		
No valid complaints for 2 years previous		
Check comments/infringements		
Microchipped and the numbers have been supplied		

**Selected Owner Policy Declaration**

I hereby apply for "Responsible Owner" classification. I certify that I have discussed the requirements of this policy with \_\_\_\_\_ (ACO) and that I fully understand my obligations under this policy as detailed below.

**I DECLARE THAT**

1. My dog(s) is/are kept under proper control at all times. If my dog is impounded, I acknowledge I will be immediately removed from Responsible Owner Status.
2. If any dog(s) owned by me or in my control at the time should defecate in any place other than my own property I shall pick up the droppings immediately and dispose of into a suitable rubbish container.
3. All dog(s) owned or kept by me will be registered in accordance with the Dog Control Act 1996 during the month of July.
4. I shall comply with any notice lawfully given pursuant to the Dog Control Act 1996 received from an Animal Control Officer.
5. The owner shall always be in attendance for the inspection of my property, and shall render every possible assistance as requested by an Animal Control Officer.
6. Any deaths, sales or transfers of dogs to or from my ownership, including pups born to my dog(s) will be notified, in Writing within 14 days to the Animal Control Department.
7. I shall notify the Animal Control Department within 14 days of any change of address. I understand that I must re-apply for Responsible Owner Status at my new address and pay an inspection fee.
8. I understand that any breach of this declaration will lead to the immediate cancellation of my privileges under this policy.
9. I am aware that the granting of this application does not relieve me from payment of the appropriate dog control fee.
10. I will abide by the conditions set down by the Dog Control Act 1996 and the Clutha District Council Dog Control Bylaw at all times.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note if a refund is applicable it will be proportional to the time of year and when the application has been approved**

Bank account number: \_\_\_\_\_

Email address (for remittance): \_\_\_\_\_

Property inspected by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Application: Accepted / Rejected**