

<b>Wickham Community Land Trust</b>
<b>Pet Permission Procedure</b>
<b>Approved: January 2024</b>
<b>Last reviewed: New Policy</b>
<b>Next Review: January 2026</b>
<b>Available on WCLT website</b>

## Purpose

This procedure outlines Wickham Community Land Trust’s approach to reviewing a resident request to keep a pet within their home.

This procedure ensures our residents are clear on what is expected of them when keeping pets and demonstrates our commitment to responsible pet ownership and animal welfare.

## General principles

Residents wishing to keep pets must complete the application form in Appendix A.

When considering granting permission to keep a pet the Trust or their agents will take into consideration any existing pets the residents may already have permission for and the type of property, they live in. There may be times when permission for a pet is not granted, and this will be communicated to the resident in writing giving the reasons why and the impact on the wider community.

Any grant of permission will be completed by trustees or their agents using the form letter in Appendix B and a record of this saved on the residents file.

Residents will be asked to conform to the following terms and conditions and a copy of these will be attached to any grant of permission.

## Terms and Conditions

1. You will adhere to the Animal Welfare Act 2006 and any other relevant legislation.
2. You will not breed from your pets.



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3. You will microchip and vaccinate pets as required by law.
4. At all times, you will be responsible for the behaviour of your pets, and should they cause any nuisance, annoyance, danger, or distress to anyone in the community this will be a breach of your tenancy and appropriate action may be taken which could affect the security of your home.
5. You will move your dog(s) or other pets, as appropriate, to a separate room or safe outside space while WCLT Trustees, Byrne Runciman staff or contractors are working or carrying out any type of visit in or around your home, including outside spaces and outbuildings.
6. You will register birds under the voluntary registration process to enable the government to keep owners informed of future outbreaks e.g. Avian Flu.
7. You will keep dogs on a lead in communal areas.
8. You will make sure faeces is promptly cleared and responsibly disposed of.
9. You will ensure pets undergo routine healthcare checks that include vaccinations, parasite and flea control.
10. You acknowledge that you will incur any costs for cleaning up and/or repairing damage in the property due to the activities of your pet.
11. Underlay and carpets must be laid throughout upstairs flats (with the exception of bathrooms and kitchen areas) to reduce noise nuisance.
12. You will ensure that feeding your pets is done in such a way that it does not encourage rats etc. You acknowledge that you will be responsible for any costs of controlling vermin/infestations, caused by keeping a pet.
13. If you are unable to provide care for your pet due to your ill health or other reasons temporarily, you will arrange for another responsible person to look after them at home or elsewhere at your expense; you remain responsible for meeting these terms and conditions.
14. If three occurrences of nuisance occur, we will work with you to rehome the pet or start legal proceedings, such as seeking an injunction.

### **Related documents**

Anti-Social Behaviour Policy



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## Pet Permissions Application Form

Section 1	
Your Details	
Name(s):	
Address:	
Contact Number:	
Email:	

Section 2	
Pet Details	
Type of Pet:	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other (please give details below):
Breed:	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
Age:	
Name (if known):	



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Microchip Details (if applicable):  <i>All Cats and Dogs must be microchipped.</i>	
Pet Insurance Details:	
<b>Veterinary Details</b>	
Name:	
Address:	
Telephone:	
<b>Current Pets</b>	
Do you have any current pets? <i>Please give details on number and types.</i>	

<b>Section 3</b>	
<b>Supporting Information</b>	
Please provide any supporting information for your application.  <i>e.g. Medical reasons</i>	



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Section 4

Declaration

I confirm:

- To the best of my knowledge that the information provided on this form is complete and correct
- I have read and understood the Pet Policy terms and conditions.

I understand:

- Breaching the terms and conditions may lead to a breach of my tenancy agreement and appropriate action may be taken which could affect the security of my tenancy and/or permission may be withdrawn at a later date.
- WCLT reserve the right to withdraw permission at any time.

Tenant(s):	Tenant 1	Tenant 2 (If Applicable)
Name:		
Signature:		
Date:		



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## Pet Permissions Approval

Dear <<INSERT NAME>>

Thank you for your application to keep a pet.

As part of our process to decide if it is okay for you to do this, we have carried out a review of your application and tenancy.

I am pleased to let you know that we grant permission for you to keep the following pet:

Title	Details
Type of Pet:	
Breed:	
Sex:	
Age:	

We have updated our records to reflect this information.

### Terms and Conditions

We have granted permission for you to keep a pet based on you agreeing to our terms and conditions below.

1. You will adhere to the Animal Welfare Act 2006 and any other relevant legislation.
2. You will not breed from your pets.
3. You will microchip and vaccinate pets as required by law.
4. At all times, you will be responsible for the behaviour of your pets, and should they cause any nuisance, annoyance, danger, or distress to anyone in the community this will be a breach of your tenancy and appropriate action may be taken which could affect the security of your home.
5. You will move your dog(s) or other pets, as appropriate, to a separate room or safe outside space while WCLT Trustees, Byrne Runciman staff or contractors



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are working or carrying out any type of visit in or around your home, including outside spaces and outbuildings.

6. You will register birds under the voluntary registration process to enable the government to keep owners informed of future outbreaks e.g. Avian Flu.
7. You will keep dogs on a lead in communal areas.
8. You will make sure faeces is promptly cleared and responsibly disposed of.
9. You will ensure pets undergo routine healthcare checks that include vaccinations, parasite and flea control.
10. You acknowledge that you will incur any costs for cleaning up and/or repairing damage in the property due to the activities of your pet.
11. Underlay and carpets must be laid throughout upstairs flats (with the exception of bathrooms and kitchen areas) to reduce noise nuisance.
12. You will ensure that feeding your pets is done in such a way that it does not encourage rats etc. You acknowledge that you will be responsible for any costs of controlling vermin/infestations, caused by keeping a pet.
13. If you are unable to provide care for your pet due to your ill health or other reasons temporarily, you will arrange for another responsible person to look after them at home or elsewhere at your expense; you remain responsible for meeting these terms and conditions.
14. If three occurrences of nuisance occur, we will work with you to rehome the pet or start legal proceedings, such as seeking an injunction.

[ We have also granted permission based on the following additional terms:

- X
- X ]



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## Your legal responsibility

Under the Animal Welfare Act 2006, you are legally obliged to care for pets by providing five basic needs:

- A suitable environment
- A suitable diet, including fresh water and appropriate food
- The opportunity to express normal behaviour
- Any need to be housed with, or apart from, other animals
- Protection from and treatment of pain, suffering, injury, and disease.

It's also a legal requirement to have any dog over the age of eight weeks microchipped and to keep your contact details up to date.

## Our approach to pet nuisance

We hope you and your pet enjoy your new adventure together. However, we need to make you aware that if your pet becomes a nuisance, we will work with you to resolve the matter and follow our approach to dealing with pet nuisance. Our approach may involve working with agencies such as the RSPCA or Local Authority and where situations are not able to be resolved, we may revoke permission to keep a pet.

## Valuable information for you

You can find helpful information about how to care for your pet on the RSPCA and PDSA websites:

<https://www.rspca.org.uk/adviceandwelfare/pets>

<https://www.pdsa.org.uk/taking-care-of-your-pet/looking-after-your-pet>

We also care about your pets and in promoting good pet responsibility we strongly recommend you take the following actions:

- Take out adequate pet insurance so you can take care of your pet should they become ill and that includes public liability
- Your cat or dog wears a collar or identification tag in case they get lost or stolen
- Your pet is microchipped in case they are lost or stolen
- Your pet is neutered or spayed. Remember we do not allow residents to breed pets.

If you have a question, please contact: [info@byrnerunciman.co.uk](mailto:info@byrnerunciman.co.uk)

Enjoy your new addition to your family.

Yours sincerely



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