



## APPLICATION/RENEWAL FOR DOG KENNEL LICENCE

The Municipality's Responsible Animal Ownership (RAO) By-law requires that anyone housing, boarding or breeding more than the prescribed number of dogs over the age of six (6) months must have a Kennel Licence.

Fully complete this form and attach all required documents. All new or renewal licences for a Kennel will only be approved by the Municipal Law Enforcement Officer (MLEO) once they have inspected the premises. If this is a Renewal, a site plan is only required if the site has been changed.

### 1. Applicant Information

First Name:	Last Name:
Municipality:	Phone #:
Roll Number:	Email:
Civic Address:	

### 2. Animal Cruelty

I \_\_\_\_\_ have never been convicted under section 446 of the Criminal Code of Canada pertaining to animal cruelty, have never been charged under the Provincial Animal Welfare Act, or charged under any other similar legislation.

Please circle the applicable answer:      Yes      No

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**3. Dog Information**

Reason for kennel licence: (i.e. boarding, breeding, housing) \_\_\_\_\_

Best time for inspection would be: \_\_\_\_\_

Please list the dogs that will be residing at the property permanently (for longer than 3 consecutive months). Rabies vaccination records must be provided for each dog over 6 months of age. Attach a separate page if more space is required.

<b>Name</b>	<b>Breed</b>	<b>Colour</b>	<b>Year of Birth</b>

**4. Site Plan (not required for a Renewal with no changes)**

Please include a site plan of the subject property drawn to scale showing the location of all buildings, structures, dog runs or other facilities on the property including all kennel and non-kennel structures. Include the distances from all kennel structures including dog runs to property lines and all other structures on the property. **A sample site plan is attached.**

**5. Annual Fee**

In accordance with the following applicable Municipality’s Annual Kennel Licence Fee.

Annual Fee: \_\_\_\_\_

**6. Annual Inspection**

All new and/or renewal applications for a Kennel Licence will only be approved by a MLEO once they have inspected the premises to ensure compliance with the RAO By-Law. A MLEO will contact you within two weeks of the submission of this application and its applicable fee to schedule this inspection. If, after the inspection, the MLEO determines that work must be done before the approval of the Kennel License, they will schedule a reinspection a reasonable amount of time in the future to allow for said work to be completed. If, after the reinspection, work still must be completed before the approval of the Kennel License the MLEO will fail the application and another must be completed, including all fees and applicable paperwork. A MLEO may also enter upon and inspect any kennel facility without notice at any reasonable time.

I attest that all of the provided information is true and correct and that I have included the applicable fees and documents required.

_____ APPLICANT SIGNATURE	_____ DATE
<b>FOR OFFICE USE ONLY</b>	
Property Zoned: _____ <input type="checkbox"/> Meets requirement of Zoning By-law <input type="checkbox"/> Reviewed Site Plan - attached	Check one: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected (see comments below if applicable) _____ MLEO SIGNATURE
<input type="checkbox"/> Payment Received \$ _____ Receipt No. _____	
Comments:	

**Site Plan for Kennel Application:**

In the space provided, draw site plan as neatly and accurately as possible, from a survey if available (see example on next page).

1. Draw street(s) and right of ways and driveway.

2. Draw property lines and dimensions.
3. Draw proposed kennel and existing buildings.
4. Draw existing septic system including drainage.
5. Show distances of buildings from property lines or other structures.

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Signature

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Date

\*By signing this document, you are stating that the information that you have provided is true to the best of your knowledge. You are aware that if this information were to prove to be incorrect that you will be responsible for any remedial action that is required to bring the plan into compliance with all applicable law.

