



Pet Policy

Issued by Social Housing & Community Safety

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Pet Policy Quality Record

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This Policy is available in alternative formats.

Please contact Human Resources if you require assistance.

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1. Objectives

- 1.1. This policy outlines the approach adopted by Nuneaton and Bedworth Borough Councils to the keeping of pets by its tenants and leaseholders. The Council recognises the benefits that responsible pet ownership can bring to residents, however, controls must be in place to prevent irresponsible pet ownership, which can cause suffering to animals and nuisance to neighbours.
- 1.2. This policy aims to ensure that pets are kept in line with the terms of this policy; complaints about nuisance are dealt with efficiently and effectively; advice and support is offered to tenants about responsible pet ownership.

2. Purpose

- 2.1. The purpose of this policy is to ensure that the Council's Social Housing and Community Safety directorate adopt a consistent, fair and transparent approach in the way it deals with permissions for pets and their behaviour within its housing stock and communal areas.

3. Scope

- 3.1. This policy sets out Nuneaton and Bedworth Borough Council's approach to managing pet ownership within our General Needs and Independent Living accommodation and the standards we expect of pet owners.

4. Responsibility

- 4.1. The Landlord Services Manager retains the overall responsibility for the implementation of this Policy.
- 4.2. The Tenancy Management and Engagement Team Leader, Independent Living Team Leader and Anti-Social Behaviour Team Leader are responsible for monitoring, reviewing and developing the policy, ensuring staff are aware of the policy, provide training where required and communicating to tenants and leaseholders.
- 4.3. Tenancy Management Officers, Independent Living Officers and Anti-Social Behaviour Officers are responsible for the operational delivery of this policy and the associated procedures.

5. Legislative and Regulatory Framework

- 5.1. The Animal Welfare Act 2006 publishes a code of practice to protect the welfare of animals. We encourage our residents to be responsible pet owners and protect the wellbeing of their pets.
- 5.2. The Dangerous Wild Animals Act 1976 ensures that those who keep wild animals do so in a way that minimises the risk to others. The Act states that no person may keep any dangerous wild animal except under the authority of a licence granted by the Local Authority.
- 5.3. The Dangerous Dogs Act 1991 (as amended 1997) was introduced in response to serious injury and death from dog attacks. The Act makes it illegal to keep or breed a banned dog, and the Police or the Council's Animal Warden can take away and keep any banned dogs. Dog owners may be granted an exemption to keep a banned dog if it is determined by the Courts the dog will not cause harm to others. If exempt, the dog will be listed under the IED (Index of Exempt Dogs) and the owner must ensure the

dog is muzzled and kept on a lead in public, be registered and insured, neutered, tattooed and receive microchip implants. The Council can request evidence of this exemption from DEFRA and the dog owner.

6. Policy Statement

- 6.1 The Council takes a positive view about residents keeping domesticated pets, and we recognise the benefits responsible pet ownership can make to the wellbeing of our residents.
- 5.1. Any resident wishing to keep a pet must request permission from the Council and permission must be granted in writing before obtaining a pet.
- 5.2. Animals that are temporarily visiting the property are not required to have permission in place, unless they begin to use the property as their main and principal residence.
- 5.3. Residents are expected to uphold the same standards listed within this policy under for any animals accompanying visitors to the property or neighbourhood.
- 6.2 Registered Assistance and Guide Dogs will automatically be permitted in our properties without the need for official consent, upon receipt of evidence of the registration.

7. Permitted Animals

- 7.1. The types of pets the Council considers suitable for most properties include, but is not necessarily restricted to:
- Domesticated dogs, subject to clause 9 below
 - Domestic, non-feral cats;
 - Domesticated rabbits;
 - Budgerigars and other similar caged birds;
 - Fish suitable to be kept in domestic aquariums;
 - Domesticated rodents such as rats, mice, gerbils and hamsters;
 - Non-poisonous insects and arachnids
 - Non-poisonous snakes and reptiles

8. Assistance Animals

- 8.1. Registered Assistance animals, including guide dogs, are permitted in all properties but permission must be requested from the Council. This is to ensure we are aware of the animals being kept in our housing stock, and to ensure the animals are registered with the relevant agencies to act as Assistance Animals.
- 8.2. The owner of the assistance dog is responsible for ensuring that their dog is properly trained at all times.

9. Visiting Animals

- 9.1 Friends and relatives are allowed to visit residents with their pets in their properties and private gardens.
- 9.2 These visitors and pets will be expected to fully comply with this policy. Tenants and

leaseholders will retain overall responsibility for the behaviour of their visitors and pets.

- 9.3 Any resident that fails to ensure this policy is complied with by visitors and visiting pets risks being refused to allow further visits at their property or neighbourhood.

10. Restrictions to Animal Ownership

- 10.1. Under no circumstances are residents permitted to keep the following as pets, or allow them to visit the property or neighbourhood:
- Animals listed under the Dangerous Wild Animals Act 1976
 - Non-domesticated Primates
 - Larger or venomous reptiles
 - Poisonous creatures
 - Livestock
 - Fowl or Game birds
 - Dangerous arachnids
 - Dangerous insects
 - Any endangered species
 - Any hybrid between a domestic and a wild animal
 - Bees
 - Dogs listed under the Dangerous Dogs Act 1991 (as amended) without already possessing a valid exemption certificate, including:
 - Pit Bull Terrier
 - Japanese Tosa
 - Dogo Argentino
 - Fila Brasileiro
 - XL Bully Breed Dogs
- 10.2. Any resident that is restricted from owning or looking after an animal will not be granted permission to house or look after animals in any of the Council's properties or locations.
- 10.3. Anyone found guilty of mistreating or neglecting a pet will be denied permission to keep pets in the future.
- 10.4. Anyone found in breach of these clauses will be asked to rehome any animals immediately, and any failures to do so will result in legal action being taken against them.

11. Requesting Permission

- 11.1. Requests for pet ownership can be made in a variety of ways to suit the resident. This can be done via:
- Email: tenancy.officers@nuneatonandbedworth.gov.uk
 - Telephone: 024 7637 6376
 - For tenants in Independent Living accommodation, you are welcome to contact your Independent Living Officer directly for an application form
 - Speaking with your local Councillor
 - The Council's Tenant Engagement team:
tenant.engagement@nuneatonandbedworth.gov.uk
 - Facebook: Nuneaton and Bedworth Borough Council - Housing

12. Retrospective Permission

12.1. If a resident acquires a pet without first seeking and being granted permission, they will be required to:

- Find an alternative permanent home for the animal if it falls outside acceptable groups of pets as set out in clause 9; or
- Complete a pet application form retrospectively and be shown to have complied with all the conditions set out in clause 13, for consideration.

13. Pet Owner's Responsibilities

13.1. If conditional permission is granted to keep a pet at a property, there are certain terms and conditions that must be agreed to and complied with before housing an animal. These terms and conditions are to be agreed to before full permission can be given.

13.2. These terms and conditions are:

- The pet owner has the ability and means to ensure the animal is well-cared for and is considered suitable for the property it will reside in, in accordance with the terms of the Animal Welfare Act 2006.
- All pets must be registered with a local vet or an organization such as the PDSA, except those who may not require veterinary care at any point, e.g. insects and fish.
- Animals, particularly dogs and cats, must be microchipped and details kept up to date.
- All dogs must always wear a collar with a contact tag other than when inside the property
- Owners must actively seek to prevent unpleasant odours and noise being emitted from their property due to their pets.
- The pet is properly house-trained (if applicable) and must not be allowed to foul communal areas, inside or outside of properties. Pet owners must ensure that they clean up immediately and thoroughly after their pet, in internal and external areas, including communal areas. Owners must provide pets with suitable litter trays which must be cleaned out regularly, emptied, securely bagged and placed in their dustbin or communal bins appropriately to ensure the property and communal area do not become unhygienic.
- Animals must not damage any property, including communal areas and neighbouring properties. Owners may be recharged for any repairs which are needed because of such damage.
- Animals must be under the control of responsible persons over the age of 16 years in the property, its grounds and communal areas.
- Animals must be always kept on leads in communal areas.

- Pets must not be allowed to be kept, wander unaccompanied, roam or at any time be out of control and/or unrestrained in any location of the property, gardens or communal areas.
- Pets must only be in communal areas when accessing or leaving the property (this excludes Registered Assistance Animals).
- The pet will not be the subject of any breeding or business activity from the property or locality of the property.
- The pet must be kept under control so to not cause a nuisance, anti-social behaviour (ASB), alarm or distress, or be perceived to be capable of causing such behaviour in the property or locality.
- Cat flaps or other similar means for pets to access or leave a property must not be fitted to any doors or windows because these can compromise the fire safety of a property.
- Pet owners must have suitable arrangements in place for looking after their pet during prolonged periods of absence or ill health.
- Deceased pets must be buried or disposed of in a responsible and safe manner and not within the property, its grounds or communal areas.

14. The Council's Reserved Rights

14.1. Whilst the Council recognises the benefits pets can bring to residents, we also have a duty to ensure residents are safe in our properties and neighbourhoods. There are some instances where evidence will be requested and required to be supplied before the Council can consider if permission may be granted, or refused.

14.2. The Council reserves the right to:

- Request and obtain evidence of any relevant licences, exemption certificates etc. for residents requesting to retain ownership of certain animals, including those animals under the Dangerous Dogs Act 1991 (as amended), rare or exotic creatures etc.
- Refuse permission to own a pet if the pet owner refuses to behave responsibly in complying with terms and conditions of this policy.
- Impose restrictions of the number of pets permitted into the property depending on the size of the property.
- Revoke permission to keep a pet where the pet has caused a nuisance.
- Revoke permission where we believe the pet owner to be showing signs of demonstrating animal cruelty or neglect.
- Commence legal proceedings against any pet owner for failing to adhere to this policy.
- Recharge residents if the Council has to carry out any pest control, repairs or cleansing due to the behaviour of their animals, whether owned or visiting.

15. Nuisance Behaviour

- 15.1. Any pet or animal that visits or resides in any Council property or in the locality of a Council property is expected to be kept under control and not exhibit behaviours that may cause, or perceive to cause alarm, distress, aggression or a nuisance to others.
- 15.2. Any pet or animal that resides in or visits any Council property or in the locality of a Council property is expected to reside in clean and tidy condition.
- 15.3. Some of the nuisance behaviours that could result enforcement action being taken against a tenancy or leasehold agreement could include, but is not limited to:
 - Animal hoarding - keeping a higher than usual number of animals as pets without having the ability to properly house or care for them.
 - Noise nuisance – having animals reside or visit a property or the locality of a property and they cause unreasonable, excessive and/or persistent emissions of noise that causes significant interference with the use and enjoyment of a property or community.
 - Fouling that is not collected and disposed of appropriately, immediately
 - Dogs being exercised off leads in communal areas
 - Attacks on, violent or aggressive behaviour towards people or other animals.
 - Causing a person to believe they could be injured or harmed due to an out-of-control pet

16. Management of Animal Related Issues

- 16.1. We will work with residents to address any pet-related issues, complaints or circumstances affecting the pet owner which have led to such issues. We will do this whether a resident has permission for the animal or not.
- 16.2. This may include referrals to specialist animal welfare organisations for support, information, advice and guidance.
- 16.3. Where a pet owner fails to engage with such efforts, or if the level of nuisance, cruelty or neglect is significant, we will take more serious action. This may include:
 - Asking residents to rehome pets
 - Referral to another agency e.g. the police or animal protection body such as the RSPCA
 - Legal proceedings, e.g. Injunctions, Possession Proceedings, Forfeiture of Lease
 - No further action, where the evidence does not substantiate the complaints
- 16.4. Where a decision has been made to rehome an animal, we will allow this to take place within a reasonable timeframe.
- 16.5. We will report any concerns of animal cruelty to the RSPCA.
- 16.6. Any stray animals will be reported to the Council's Animal Warden.

- 16.7. Any resident who has had legal action taken against them due to the behaviour of their pets or level of care provided to them will be restricted from having pets reside in or visit their property in the future.
- 16.8. Should the Council have taken legal action against irresponsible pet owners, they also risk further legal proceedings being commenced against their tenancy agreement or lease.

17. Right of Appeal

- 17.1. In the event that a resident is either refused permission to keep a pet or that permission is revoked, they have a right of appeal to the Landlord Services Manager. Any appeal is to be submitted within 14 days of permission being refused or revoked.

18. Equality & Diversity

- 18.1. This policy and associated procedures will apply to all. Nuneaton and Bedworth Borough Council is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.
- 18.2. This Policy, which outlines the key aspects of this policy and procedure, can be translated or provided in alternative formats upon request.

19. Tenant and Leaseholder Engagement

- 18.1. This Policy has been fully consulted upon with our tenants and leaseholders.
- 18.2. All feedback has been considered in the drafting of this policy to ensure it is fair to all and the voice of our tenants and leaseholders has been heard.
- 18.3. As a Landlord, we have a legal requirement, under the Equality Act 2010 stating that we could fall foul of the law by restricting access to pet ownership because of age, e.g. just for living in accommodation designated for over 55s. Whilst there are some properties that cannot allow pets, e.g. supported accommodation, care homes etc., IL does not form part of these exemptions to pet ownership.
- 18.4. This Policy will be published on our website.

19. Policy Review and Development

- 19.1. Key Performance Indicator (KPI) measures will be used to measure the effectiveness of this policy including the number of pet related nuisance complaints and customer satisfaction with case outcome and handling.

20. Data Protection

- 20.1. This policy is fully compliant with the General Data Protection Regulation that came into force on 25 May 2018.

20. Related Documents

- Anti-Social Behaviour Policy
- Tenancy Agreements

- Tenancy Handbook
- Recharge Policy
- Communal Areas Management Policy
- Pet Permission Procedure

21. References

- Animal Welfare Act 2006
- Dangerous Dogs Act 1991 s.3
- Tenancy Agreements

22. Appendices

- Pet Permission Application Form
- Responsible Pet Owner Agreement

23. Review date

- 23.1. Every three years or on the introduction of new legislation, regulation or good practice guidance.



Permission for Pets – Application Form

Your Information	
Name(s):	
Address:	
Telephone Number:	
Email Address:	
Preferred Method of Contact:	<input type="checkbox"/> Telephone <input type="checkbox"/> Email
Are you disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify what disabilities you have	
Are you requesting an Assistance Animal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify the organisation providing you with the animal	

Please tick answers where appropriate.
Please complete this form as fully as possible to prevent any delays in processing your application. Please note, one application form per animal.

Animal Information	
What type of animal are you requesting permission for?	
<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Rodent <input type="checkbox"/> Bird <input type="checkbox"/> Reptile <input type="checkbox"/> Arachnid <input type="checkbox"/> Fish <input type="checkbox"/> Rabbit	
Other: (Please specify)	
Breed of Animal:	
Will or is the animal be neutered or spayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please specify why	
Will or is your animal microchipped?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please specify why	
Will or is your pet be registered with a vet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please specify why	
Do you have any pets currently residing at your address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify what kind of pet(s) you have.	
Provisions for a Pet	
Type of property you occupy:	<input type="checkbox"/> House <input type="checkbox"/> Flat
Number of Bedrooms:	
Is there an enclosed, private garden attached to your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, how is it enclosed?	
Is there a communal garden attached to your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it likely that your pet will be left alone in the property for long periods of time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What measures will you put in place should you become unable to look after your pet for an extended period of time?	

Declaration

I/We hereby apply for permission to keep a pet at the above dwelling. I/We believe the information given in this application form is accurate to the best of my knowledge.

I/We have read and understood Nuneaton and Bedworth Borough Council's Pet Policy and agree to abide by the terms stated in this policy.

I/We understand that if any of the details above change or complaints are received about my pet, the Council can review and if seen fit revoke any permission that may be granted.

In addition to the above, I/We understand and agree to Nuneaton and Bedworth Borough Council requesting any evidence that may be required detailing the suitability of the animal, the owners and the property for this pet.

If you are agreeable to this, please sign below.

Signed:	
Name:	
Date:	
<p>Please return to:</p> <p>Housing Nuneaton and Bedworth Borough Council Town Hall Coton Road Nuneaton CV11 5AA</p> <p>Tenancy.officers@nuneatonandbedworth.gov.uk.</p>	



Pet Owner Agreement

This agreement is entered into by the named resident(s) below to house a pet at the property address cited below.

This agreement permits the pet listed below to reside at the property in accordance with the Pet Policy operated by Nuneaton and Bedworth Borough Council.

Name(s) of Pet Owner	
Property Address	
Pet Permission is Granted For	<i>e.g., beadle dog, house cat</i>
Date	

Pet Owner Responsibilities

In accordance with the Pet Policy operated by Nuneaton and Bedworth Borough Council, as the Pet Owner, I/We agree:

1. The Pet Owner has the ability and means to ensure the animal is well-cared for and is considered suitable for the property it will reside in, in accordance with the terms of the Animal Welfare Act 2006.
 - 1.a. In the event of the Pet Owner's incapacity, extended period of absence, illness or hospitalisation, alternative arrangements have been made to take care of my pet.
2. To register the pet with a local vet or an organisation such as the PDSA for veterinary related care.

3. To microchipping the pet and ensure to keep these details up to date.
4. To ensure a dog always wears a collar with a contact tag other than when inside the property, where I have a dog.
5. To spay, neuter and receive documented treatments for fleas and other common ailments, where the pet is of a breed to be susceptible to breeding and such conditions.
6. To actively seek to prevent unpleasant odours and noise being emitted from my property due to pets.
7. Properly house-train my pet, and ensure any fouling is cleaned up immediately and thoroughly after my pet, in all internal and external areas, including communal areas.
8. Have suitable litter trays which will be cleaned out regularly, emptied, securely bagged and placed in my dustbin or communal bins appropriately to ensure the property and communal area do not become unhygienic.
9. Ensuring my pet does not damage any property, including communal areas and neighbouring properties. I/We understand and agree to being recharged for any repairs which are needed because of damage.
10. My pet will always be under the control of responsible persons over the age of 16 years in the property, its grounds and communal areas.
11. My pet will always kept on a lead in communal areas.
12. My pet will never be allowed to be kept, wander unaccompanied, roam or at any time be out of control and/or unrestrained in any location of the property, gardens or communal areas.
13. My pet will only be in communal areas when accessing or leaving the property (excluding Registered Assistance Animals).
14. I will not breed or be subject to any animal business activity from the property or locality of the property.
15. To keep my pet under control so to not cause a nuisance, anti-social behaviour (ASB), alarm or distress, or be perceived to be capable of causing such behaviour in the property or locality.
16. To not install cat flaps or other similar means for pets to access or leave a property must not be fitted to any doors or windows.
17. That in the unfortunate circumstance my pet should pass away, they will not be buried or disposed of within the property, its grounds or communal areas.

Declaration

By signing this Pet Owner Agreement, I/We hereby declare that the Pet Policy operated by Nuneaton and Bedworth Borough Council has been read and understood.

I/We understand and agree to the Reserved Rights of Nuneaton and Bedworth Borough Council as prescribed within the Pet Policy.

I/We understand that if any of the Pet Owner Responsibilities are not complied with, I/We risk

being asked to rehome my pet, and/or have legal proceedings commenced against me/us as the pet owners.

I/We understand if the Council takes legal action against me/us, this may restrict further pet permissions being granted and being permitted to having pets reside in the property.

Signed:	
Name:	
Signed:	
Name:	
Date:	