

# Pet Approval Application Form

- You need approval if you would like to keep a dog or if you want to run a pet related business from home.
- If you want to keep a cat and you live in a self-contained flat or maisonette.
- You need approval if you would like to keep any pet and you live in a Retirement Housing property.

## Applicant Details

Tenant/s Name/s:

Address:

Contact Number/s:

E-mail:

Type of Property:

Private Garden?

Yes / No

Do you have direct access to a garden?

Yes / No

## Your existing pets

Please provide details of any pets that you already have:

### Pet 1:

Breed of pet:

Size of pet:

Name:

Is your pet pregnant?

Yes / No

Has your pet been neutered?

Yes / No

If a dog, will it be an assistance dog for you a member of your household?

Yes / No

If yes, who?

Who has endorsed your dog?

### Pet 2:

Breed of pet:

Size of pet:

Name:

Is your pet pregnant?

Yes / No

Has your pet been neutered?

Yes / No

If a dog, will it be an assistance dog for you a member of your household?

Yes / No

If yes, who?

Who has endorsed your dog?

## New pet request

Please provide details of any pets that wish to apply permission for:

### Pet 1:

Breed of pet:

Size of pet:  Name:

Is your pet pregnant?  Yes / No Has your pet been neutered?  Yes / No

Is your pet microchipped?  Yes / No What is the number?

If a dog, will it be an assistance dog for you a member of your household?  Yes / No If yes, who?

Who has endorsed your dog?

### Pet 2:

Breed of pet:

Size of pet:  Name:

Is your pet pregnant?  Yes / No Has your pet been neutered?  Yes / No

Is your pet microchipped?  Yes / No What is the number?

If a dog, will it be an assistance dog for you a member of your household?  Yes / No If yes, who?

Who has endorsed your dog?

## Previous Convictions or Breaches

Have you, or any member of your household got any convictions for, or history of, cruelty, abandonment, neglect, or mistreatment of animals, or been banned from keeping animals?  Yes / No

If yes, please provide details:

Have you, or any member of your household ever had any tenancy enforcement action taken against you in relation to keeping a pet in a Council owned property?  Yes / No

If yes, please provide details:

## Emergency Contact Details

If anything happens to me, or in the event of me being taken into hospital, I nominate the following person(s) to take responsibility of my pets.

The named person has agreed to this arrangement and I understand that the Council is not responsible for the welfare of the animal/s.

If the nominated person is uncontactable, or unwilling to look after my pet, I accept that I must pay for charges incurred in re-homing my pet.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Declaration

If the Council grants approval, you must comply with the terms of the Homes First Pets Policy, as well as those in your Tenancy Agreement.

Approval will be withdrawn if your pet causes a nuisance or the Council has concerns about a pet's welfare and this will also be reported to the RSPCA.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

- Where necessary, the Council will visit applicants who are requesting approval to keep a pet.
- A written response will be provided within 28 days. If approval is refused, full reasons will be given for that decision.
- If approval is refused and you wish to appeal, you must do this within 5 working days.

### Lewes District Council

Southover House  
Southover Road  
Lewes  
BN7 1AB

Tel: 01273-471600

### Eastbourne Borough Council

Town Hall  
Grove Road  
Eastbourne  
BN21 4UG

Tel: 01323-410000

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Is the property within a block of flats or a Retirement Housing scheme where a no pet agreement is in place?  
*If yes, application to be refused.*

Yes / No

What other pets does the applicant already have?  
*Policy only allows for 2 dogs or cats (or 1 of each per property), if this is exceeded, then application should be refused.*

What other pets are currently approved at the same block or scheme?

Will this additional pet exceed the scheme/block limit in place

Yes / No

Are there any existing pet related issues at this scheme or block?  
*If yes to either of the above, then application to be refused.*

Yes / No

Does the applicant, or any member of their household, have any convictions for, or history of, cruelty, abandonment, neglect, or mistreatment of animals, or been banned from keeping animals?

Yes / No

Has the applicant, or any other member of their household, ever had any tenancy enforcement action taken against them in relation to keeping a pet in a Council owned property?

Yes / No

Have you considered the tenant's capacity to care for this pet?

Yes / No

Supporting evidence provided where an assistance or service dog is being applied for?

Yes / No

Permission granted?

Yes / No

If no, reason for refusal:

Any additional conditions that will apply when granting permission?

Date approval/refusal letter sent:  
*Must be within 28 days of application*

Name of officer issuing decision:

Job Title: