

**ANTRIM BOROUGH COUNCIL
DOG LICENSING
NOTES FOR GUIDANCE**

Q.1.	<p>Does everyone who keeps a dog need a Licence?</p> <p>Generally speaking yes. However if the dog falls into any of the following categories you do not need a Licence:</p> <p>Exceptions:</p> <ul style="list-style-type: none"> (a) A puppy under six months old and kept by the person who was also the keeper of the bitch that gave birth to the puppy; (b) An assistant dog used by a disabled person; (c) A dog kept, and on offer for sale, in a licensed pet shop; (d) A police dog; or (e) A dog under a block licence on the premises to which the block licence relates (see Q.10) 	Q.9	<p>How long does a Licence last?</p> <p>A Licence is valid for one year from the commencement date which you specify in the application form. This date should be the date you intend to get the dog or the nearest date before this.</p>
Q.2	<p>When should I get a Dog Licence?</p> <p>You must obtain a Dog Licence before you get a dog. If you do not, both you and the supplier of the dog are committing an offence.</p>	Q.10	<p>Who can get a Block Licence?</p> <p>A block licence is available to owners of three or more dogs kept at the same premises, as long as they are three unsterilised bitches and at least one of them is used for breeding, or their premises are registered with one of the following bodies:</p> <ul style="list-style-type: none"> (a) The Kennel Club; (b) The Irish Coursing Club; (c) The Masters of Foxhounds Association; (d) The Masters of Harriers and Beagles Association; (e) The Northern Ireland Masters of Hounds Association; and (f) The International Sheepdog Society. <p>Applicants must supply certificates of registration with these organisations along with their application.</p>
Q.3	<p>How much does a Licence cost?</p> <ul style="list-style-type: none"> (a) Free - over 65 and this is the first or only dog kept; (b) £5.00 – over 65 and have already claimed a free licence for one dog; (c) £5.00 –in receipt of an Income Support or Housing Benefit at the time of application for the licence; (d) £5.00 – the dog is sterilised (e) £12.50 – none of the above 	Q.11	<p>Can a Licence be transferred?</p> <p>Yes, if your dog dies and you hold a valid licence you can apply to the Environmental Health Department or a certificate to transfer that Licence to a replacement dog. Ask for Licence Transfer application form 4(5) at the address below.</p>
Q.4	<p>Where can I get a Licence?</p> <p>If you are resident within the Antrim Borough Council area, you can get your licence at the address below.</p>	Q.12	<p>Do I get anything apart from a Licence?</p> <p>Yes, you will get a Coloured Disc to be fastened to the dog's collar except when working. The disc is not proof of licensing and an authorised officer may ask you to produce your Licence. Discs are only transferable when a Transfer Certificate has been issued (see Q.12).</p>
Q.5	<p>When can I apply for a Licence?</p> <p>Up to 28 days before the date when you propose to get the dog.</p>	Q.13	<p>Can I get a refund of Licence Fee?</p> <p>Yes – but only if within 30 days from the date of issue (a) you do not get a dog, or (b) you dispose of the dog, or (c) the dog dies. To apply for a refund you should fill in form 4(6) and hand it in with the Coloured Disc at the address below.</p>
Q.6	<p>How do I apply for a Licence?</p> <p>For a normal licence you should complete the application form and post or hand it in with the appropriate licence fee at the address below. For block licence see Q.10.</p>	Q.14	<p>How do I renew a Dog Licence?</p> <p>When licence is up for renewal, a reminder will be sent to you.</p>
Q.7	<p>How do I pay the Licence Fee?</p> <p>Payment can be made by Cheque/Postal Order in Cash or on line . (Where payment is made by cheque a valid cheque card must be produced).</p>	Q. 15	<p>Must I be a minimum age to obtain a Dog Licence?</p> <p>Yes – 16 years</p>
Q.8	<p>What do I need to apply?</p> <p>Normally you need a description of the dog. However, if you are applying for a Licence before you obtain a new dog you have not yet seen you may supply the description at a later date.</p>		

NOTE	(1)	It is an offence to apply or obtain a Licence while disqualified from keeping a dog under Section 27 of the Welfare of Animals Act (N.I.) 1972.
	(2)	If you keep a dog without a Licence or if you have a Licence but keep a dog of a description not authorised by the Licence or if you obtain a dog before purchasing a Licence you will be committing an offence and will be liable to a fine not exceeding £1000.
	(3)	Licences/information can be obtained from the Environmental Health Department, Antrim Borough Council, Antrim Civic Centre, 50 Stiles Way, Antrim. BT41 2UB each weekday from 9.00 a.m. – 5.00 p.m.