

ANTRIM BOROUGH COUNCIL

NOTES FOR GUIDANCE

Q1.	<p>Does everyone who keeps a dog need a Licence? 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 Guide Dog; (b) A Police Dog; (c) A dog under 6 months old kept by the person who at the time of birth kept the bitch which gave birth; (d) A dog kept in a pet shop licensed by the Department of Agriculture, where the dog is on offer for sale to the public; (e) A dog kept by a person who already holds a Block Licence for the premises where the dog is kept (see Q.11) 	Q.9	<p>How long does a Licence last? 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? You must buy 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 an Abatement of Dog Licence Fee (Reduced Fee Licence)? A person over 65 who lives alone. Only one Reduced Fee Licence can be issued in any period of 12 months. To apply you should complete a Licence Application Form including Part II (Abatement) and bring or send it along with the relevant fee to the Environmental Health Department, Antrim Civic Centre, 50 Stiles Way, Antrim. You should bring with you a Birth Certificate or other identification of proof of age.</p>
Q.3	<p>How much does a Licence cost? A Normal Licence £5.00 A Reduced Fee Licence £2.50 see Q.10 A Block Licence £12.50 see Q11</p>	Q.11	<p>Who can get a Block Licence? Any person who keeps on the same premises 3 or more unsterilised bitches any of which is used for breeding, or 3 or more dogs registered with the Kennel Club, or other approved registered organisation or if a person keeps as part of the registered organisation or if a person keeps as part of a registered guard dog kennels 3 or more dogs which are used as guard dogs elsewhere. Ask for Form 4(3) at the address below.</p>
Q.4	<p>Where can I get a Licence? If you are a resident within the Antrim Borough Council area, you can get your licence at the address below.</p>	Q.12	<p>Can a Licence be transferred? 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.5	<p>When can I apply for a Licence? Up to 28 days before the date when you propose to get the dog.</p>	Q.13	<p>Do I get anything apart from a Licence? 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.6	<p>How do I apply for a Licence? For a Normal Licence you should complete an application form and post or hand it in with the Licence Fee at the address below. For Reduced Fee and Block see Q.10 and Q.11.</p>	Q.14	<p>Can I get a refund of Licence Fee? 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.7	<p>How do I pay the Licence Fee? Payment can be made by Cheque/Postal Order or in Cash. (Where payment is made by cheque a valid cheque card must be produced).</p>	Q.15	<p>How do I renew a Dog Licence? When licence is up for renewal, a reminder will be sent to you.</p>
Q.8	<p>What do I need to apply? Normally you need a description of the dog. However, if you are applying for a Licence before you obtain a new dog that you have not yet seen, you may supply the description at a later date.</p>	Q.16	<p>Must I be a minimum age to obtain a Dog Licence? Yes – 16 years</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 £200.
	(3)	Licences/Information can be obtained from the Environmental Health Department, Antrim Borough Council, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB, or by telephone on 028 94481304. Opening Hours: 9.00 a.m. – 5.00 p.m. Monday to Friday