

APPLICATION FOR A DOG LICENCE

**Details of applicant**

Title (Mr, Mrs etc)	Forename/s	Surname
Address		Postcode
Contact telephone number		
Email address (if available)		

**Description of dog**

Colour	Breed	Sex	Is the dog sterilised? Yes/No
Age	Distinguishing marks (if any)		
Microchip number			
Name (if any)			
Date of Expiry licence (if any)		Number of previous licence (if any)	

**Fees and concessions**

	Tick appropriate (one only)	Fee
I am eligible for a free licence as I am over 65 and this is the first or only dog I keep.		None
I am over 65 years old and have already claimed a free licence for one dog		£5.00
I am in receipt of an income-related benefit at the time of the application for the licence (See overleaf for benefits included).		£5.00
The dog described above is sterilised.		£5.00
None of the above		£12.50

**Control conditions**

Is a notice in force attaching control conditions under Article 30A (2) of the Dogs (NI) Order 1983 to a previous licence held in respect of the above dog?	Yes/No
If Yes, please give the serial number of that notice	

**Exemption for prohibited types**

Is the dog above subject to a contingent destruction order under Article 25C (4) or Article 33(1B) of the Dogs (NI) Order 1983? If Yes, please give either	Yes/No
The date of that court order	<b>or</b>
The serial number of an exemption certificate issued in respect of the dog	
It is a requirement that a policy of third party insurance is in force in respect of any exempted dog. Please supply:	
Policy provider	Policy number

**WARNING:** An applicant for a licence who knowingly and wilfully makes a statement on this form which is false in a material particular is liable to prosecution.

I declare that the information given above is correct in every respect and that I am not under 16 years of age and that I have not been disqualified from keeping a dog under Art 33A Dogs (NI) Order 1983 or Animal Welfare Legislation

**SIGNED**..... **DATE**.....

<p>GENERAL DATA PROTECTION REGULATIONS 2018 and the DATA PROTECTION ACT 1998</p> <p>Lisburn &amp; Castlereagh City Council collects the data on this form for the purposes of the management and application of the Dogs (Northern Ireland) Order 1983. This data may also be passed to other relevant Government Agencies &amp; Council Services. For further details please see the Privacy Notice within the dog control service section of our website</p>	<p>OFFICE USE ONLY</p> <p>Verification _____</p> <p>Cash/Cheque/Postal Order/Credit Card</p>
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Please return this form, when completed, together with the licence fee to:-

Environmental Health Service Unit, Lisburn & Castlereagh City Council,  
 Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL  
 Enquiries: Tel: 028 92447394 Email: [ehhealth@lisburncastlereagh.gov.uk](mailto:ehhealth@lisburncastlereagh.gov.uk) [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk)

## NOTES FOR GUIDANCE

### Q1 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:

Exceptions

- (a) A dog kept and used by a disabled person (within the meaning of the Disability Discrimination Act 1995) wholly or mainly for the purpose of assisting that person to carry out normal day-to-day activities;
- (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 it birth;
- (d) A dog kept in a pet shop licenced 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 Q12).

### Q2 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.

### Q3 How much does a Licence cost?

A Basic Licence costs..... £12.50  
A Reduced Fee Licence (see Q11) costs ..... £5.00  
A Block Licence see Q12 ..... £32.00

### Q4 Where can I get a Licence?

If you are resident within Lisburn & Castlereagh City Council area, you can get your Licence at the Environmental Health Service Unit, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

### Q5 When can I apply for a Licence?

Up to 28 days before the date when you propose to get the dog.

### Q6 How do I apply for a Licence?

For a basic or reduced fee licence you should complete the application form overleaf and post or hand it in with the licence fee to Environmental Health Service Unit, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL. Alternatively you can apply on-line at [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk) Block Licences cannot be applied for on-line.

### How do I pay the Licence Fee?

Q7 For a basic or reduced fee licence payment can be made by Cheque/Postal Order/in cash or on-line at [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk) (Where payment is made by cheque a valid cheque card must be produced). Block licences cannot be applied for on-line.

### How long does a Licence last?

Q8 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.

### What is a Control Condition?

Q9 The Dog Warden can place Condition(s) on your dog where he believes an offence under The Dogs (NI) Order has been committed. E.g. To keep your dog muzzled when in a public place.

### NOTE:

- (1) It is an offence to apply or obtain a Licence while disqualified from keeping a dog under Art 33A Dogs (NI) Order 1983 or Animal Welfare Legislation.
- (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.
- (3) Licences/information can be obtained from Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

### Q10 What is an exemption for prohibited types?

If you have a dog which is an illegal breed eg. A Pit bull, you are required to complete this section of the application form so that the Council is aware of any Court Order on the dog.

### Q11 Who can get a concession on their Dog Licence Fee (Reduced Fee Licence)?

A person over 65 in respect of the first dog kept by that person is entitled to a free licence.

A person over 65 in respect of additional dogs kept by that person the fee is £5.00.

A person in receipt of an income-related benefit\* the fee is £5.00.

A person who is making an application for licence for a sterilised dog – the fee is £5.00.

To apply you should complete the Licence Application Form overleaf and bring or send it along with the relevant fee to the Environmental Health Service Unit, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

You should bring with you relevant documentation to prove your entitlement to a reduced fee licence.

### Q12 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 (including bitches) registered with the Kennel Club, or other approved registering 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.

### Q13 Can a Licence be transferred?

Yes. If your dog dies and you hold a valid licence you can apply to Lisburn & Castlereagh City Council for a certificate to transfer that licence to a replacement dog. Ask for a Licence Transfer Application Form at the Environmental Health Service Unit, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

### Q14 Do I get anything apart from a Licence?

No, only the dog licence will be issued.

### Q15 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 a refund application form and hand it to the Environmental Health Service Unit, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

### Q16 How do I renew a Dog Licence?

By submitting the renewal form with the appropriate fee or filling in a fresh application form up to 28 days before your Licence expires. Your new licence will be for one year from the day after the expiry date.

### Q17 Must I be a minimum age to obtain a Dog Licence?

Yes – 16 Years

### \*income-related benefit means:

- a. Universal Credit under the Welfare Reform (NI) Order 2015;
- b. State Pension Credit under the State Pension Credit Act (NI) 2002;
- c. Income Support under Section 123 of the Social Security Contributions and Benefits (NI) Act 1992;
- d. Housing Benefit under Section 129 of the Social Security Contributions and Benefits (NI) Act 1992;
- e. Income-based Jobseekers Allowance under the Jobseeker's (NI) Order 1995;
- f. Income-related Employment and Support Allowance under the Welfare Reform Act (NI) 2007;
- g. Working Tax Credit under the Tax Credits Act 2002.