

1. Keeping an animal

Your ability to keep animals depends on the type of house you live in. If you live in a flat with a common entrance, you need the Council's permission to keep any pets.

Otherwise, you can keep one common household pet in your house. Over and above this, permission to keep additional pets is required.

You do not require permission for guide dogs or hearing dogs.

2. How to apply for permission

You should apply by writing to your local housing office, or by speaking to a member of staff who will make a note of your request.

The Council will not unreasonably withhold permission. If permission is granted, we will attach the following standard conditions:

- Keeping your animal should not be prohibited by the Dangerous Dogs Act 1991, or by any other law (further details are available on the website www.hmsso.gov.uk/acts).
- You are responsible for the behaviour of any animal owned by you, anyone living with you or visiting you.
- You must prevent your pet causing nuisance, annoyance or danger to your neighbours. This includes fouling, noise or smell from your animal.
- You must ensure that your animal does not foul or cause damage to your house or any other property in the neighbourhood or the vicinity of your house.
- You must supervise and keep any animal under control and prevent them from causing annoyance or nuisance or from frightening anyone.

3. If you do not adhere to the conditions for keeping an animal

We will discuss this with you, and give you the opportunity to keep to the conditions. However if the situation does not improve, we may withdraw permission to keep an animal. This would require you to make alternative arrangements for your animal. We may also consider involving other Council services, such as environmental health, Community Safety or the Noise Enforcement Team if your animal is causing a hazard to your neighbours.

4. If you need to build an outside home for your pet

You should first apply for permission by writing to your local housing office, or by speaking to a member of staff who will make a note of your application.

Permission will not be withheld unreasonably. The Council may attach conditions about the size and appearance of the outside home. You will also be responsible for obtaining any statutory permissions that are needed, for example, planning consent.

5. If we refuse your request, you can ask us to review our decision

You can ask that your request is reviewed by the Housing Services Team Leader. If you are not satisfied after this you can appeal in writing to the Head of Housing and Community Services.

You can contact your local Housing Office on the following telephone numbers:

Kirkintilloch/Waterside/Twechar
0300 123 4510

Bearsden/Milngavie 0141 777 3160

Lennoxton/Milton of Campsie/Torrance 0141 777 3120

Bishopbriggs 0141 777 3160

LETTER 1 - APPROVAL OF APPLICATION -

Date

Name and address

Dear (name)

Application for permission to keep a pet

I refer to your application dated (insert date), requesting permission to keep a pet.

On behalf of East Dunbartonshire Council, I confirm that your application has been approved, subject to the undernoted conditions at the end of this letter. If you have any questions about the conditions, please do not hesitate to let us know.

Yours sincerely

Name
Designation
Direct line:

Conditions of approval

1. - **Details of the pet you have received approval to keep:**
2. - Keeping your animal is not prohibited by the Dangerous Dogs Act 1991, or by any other law.
3. - You accept responsibility for the behaviour of any animal owned by you, anyone living with you or visiting you. In particular, you must prevent your pet causing nuisance, annoyance or danger to your neighbours. This includes fouling, noise or smell from your animal. You must also ensure that your animal does not foul or cause damage to your house or any other property in the neighbourhood or the vicinity of your house.

4. - You must supervise and keep any animal under control and prevent them from causing annoyance or nuisance or from frightening anyone.
5. - If you fail to adhere to the conditions stated above, we will discuss this with you, and give you the opportunity to keep to the conditions. However if the situation does not improve, we may withdraw permission to keep an animal. This would require you to make alternative arrangements for your animal.

LETTER 2 - REFUSAL OF APPLICATION

Date

Name and address

Dear (name)

Application for permission to keep a pet

I refer to your application dated (insert date), requesting permission to keep a pet.

We have considered your application carefully and I am sorry to advise you that your application has been refused for the following reasons:

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If you are unhappy with our decision, please contact (name), Housing Services Team Leader at this address and they will review the decision. Thereafter, you have the right to appeal against our decision, and your appeal will be considered by the Council's Head of Housing and Community Services.

You may also be able to use the Council's complaints procedures - you can obtain information about the complaints procedures from this address.

Yours sincerely

Name
Designation
Direct line:



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

**LETTER 3 -
TEMPORARY REFUSAL OF APPLICATION -
(INSUFFICIENT INFORMATION PROVIDED) -**

Date

Name and address

Dear (name)

Application for permission to keep a pet

I refer to your application dated (insert date), requesting permission to keep a pet.

The Council has undertaken to respond to all requests for permissions within one month from the date of application. Since you have not provided us with all of the information we asked for, your application has been refused meantime.

We will resume consideration of your application on receipt of the following information:

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If you have any questions about your application or about this letter, please do not hesitate to contact me at the address or telephone number below.

Yours sincerely

Name
Designation
Direct line: