

# APPLICATION FOR APPROVED DOG OWNER STATUS



Public Spaces and Animal Management Team,  
Kapiti Coast District Council  
Private Bag 60 601, Paraparaumu 5254  
175 Rimu Road, Paraparaumu 5032  
Phone 04 296 4700 Toll Free: 0800 486 486  
Email: [kapiti.council@kapiticoast.govt.nz](mailto:kapiti.council@kapiticoast.govt.nz)

## Approved Owner Status

### Who can apply for Approved Owner status?

Dog owners who meet certain criteria can apply to be an approved owner. To be considered you must meet the conditions for approved ownership in sections 6.8-6.10 of Council's [Dog Control Policy 2019](#).

### When can I make an application?

Applications for Approved Dog Owner status must be received by 1<sup>st</sup> May each year to be considered for the upcoming year's registration period (commencing 1<sup>st</sup> July).

### What do I need to do?

Complete this application form & declaration stating that the information provided is true and correct. A one-off, non-refundable processing fee is payable on submission.

Please send the application form and fee to a Kapiti Coast District Council Service Centre. You can do this in person, mail to the address above; or scan and email to [dogsadmin@kapiticoast.govt.nz](mailto:dogsadmin@kapiticoast.govt.nz)

An Animal Management Officer will review your application and contact you to arrange a property inspection or clarify any points.

We will let you know the outcome of your application in writing once the property check has been completed & a decision has been made.

## Your Details

Name:		D.O.B:
Street Address:		
Email:		
Suburb:	City:	Postcode:
Preferred contact phone:		

## Application Declaration

I declare that I meet all the conditions and requirements to qualify for approved owner status as listed below:

1. I have been registered as a dog owner and resided within the Kapiti Coast District Council area for at least **two years**;  
or
- I have been a registered dog owner in another district for at least two years and have no incidents on my dog owner record.
2. In the last two years I have not:
- a) owned a dog that has been impounded, chased or returned home by Council Animal Management staff; or
  - b) been the subject of any substantiated complaint; or
  - c) owned a dog that has been issued with an infringement notice or
  - d) been prosecuted for any dog related offence.
3. My dog registration fees for the past year were paid on or before 31 July.
4. My dog is micro-chipped (where required by the Dog Control Act 1996).
5. My property is securely fenced to ensure my dog(s) are fully contained and there is unhindered access to one of my doors. Please note, the full property does not have to be fenced, but the dogs must be securely contained. **This application is subject to a property inspection by an Animal Management Officer.** The Council may also carry out random inspections to ensure continuing compliance.
6. All dog(s) owned or kept by me will be controlled in accordance with the Dog Control Act 1996 and the Kapiti Coast District Council's current Dog Control Bylaws (copy available on request or from Council's website: [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz))
7. I will notify Kapiti Coast District Council in writing within 14 days of any information regarding the purchase of, death, sale or transfer of dogs to and from my property, including movement of any pups born on the premises.
8. I will notify Kapiti Coast District Council in writing within 14 days of any change of residential address. I understand that Approved Owner Status is applicable only for the address on this application and if I move, the new property will be subject to a property inspection & a fee will be payable for this.
9. **I understand that any breach of the above conditions will lead to the immediate cancellation of my privileges under this policy.**

Signature of Applicant:

Date: