Pet permission request form

Important: Some smaller pets do not need written permission. Please check the Pet Policy for Council Tenants before filling in this form.

1. Tenant details

Name	
Address	
Phone number	
Email	

2. Pet details

Please fill in a separate form for each pet.

Type of pet	☐ Dog ☐ Cat ☐ Rabbit ☐ Bird ☐ Fish ☐ Reptile ☐ Other:
Pet name	
Breed / species	
Age	
Sex	☐ Male ☐ Female ☐ Other / not known
Neutered / spayed	☐ Yes ☐ No ☐ Not applicable / not yet
Colour / markings	
Approximate adult size / weight	
Microchipped?	☐ Yes ☐ No ☐ Not applicable
Microchip number (if applicable)	
Registered with a vet?	☐ Yes ☐ No ☐ Not applicable
Veterinary practice contact details	

Legal requirements

Does this pet need any specific legal registration, licence, certificate, exemption or other legal requirement?

☐ No

☐ Yes – please give details:

For dogs, please give details of any required registration, exemption certificate or other relevant legal documentation, where applicable.

Details / reference number (if applicable): _____

3. Number of pets at the property

We normally consider applications involving up to two pets. Each application is considered on its individual circumstances.

How many pets currently live in your home?	
How many pets are you asking permission for?	

If you currently keep other pets at the property, or will do so when this application is approved, give details below. Include pets that do not need formal permission where relevant to the overall assessment of the property.

Pet type	Breed / species	Number	Permission status (granted / not needed/ application pending)

4. Assistance, therapy and support animals

We recognise the difference between:

- Assistance dogs, which you should tell us about. These will not normally need a standard pet permission assessment; and
- Therapy animals, emotional support animals and other support animals, which may be considered as part of a pet permission application.

Is this animal an assistance dog?

☐ No

☐ Yes

If yes, please provide details of the assistance dog and its role:

Please tell us if there are any disability-related needs or reasonable adjustment considerations that we should take into account when assessing your application:

If the animal is not an assistance dog, is it a therapy animal, emotional support animal or other support animal?

☐ No	
☐ Yes	☐ Therapy animal ☐ Emotional support animal ☐ Other support animal

If yes, please explain the role of the animal and how it supports you:

Please tell us if there are any disability-related needs or reasonable adjustment considerations that we should take into account when assessing your application:

Please provide supporting information / evidence where relevant.

5. Property suitability

Property type	☐ House ☐ Flat ☐ Sheltered housing ☐ Other:
Where will the pet normally live?	☐ Inside the property ☐ Secure garden ☐ Cage / hutch / tank / terrarium ☐ Other:
Is the garden private	☐ Yes ☐ No
Is there access to shared / common areas?	☐ Yes ☐ No

Please explain how the property is suitable for this pet, taking account of the pet's size, exercise, toileting, welfare and any property restrictions:
Where will the pet exercise and/or toilet? Please include arrangements for where there is no private garden.

Will your property need any alteration, enclosure, structure or accommodation so you can keep the pet (for example, a cat flap, kennel, run, aviary, hutch, pond, enclosure or similar structure)?
☐ No ☐ Yes
If yes, provide details.

Please note: Separate permission may be required for alterations to the property or for the installation of structures. Pet permission does not automatically authorise these works.

6. How many hours each day will your pet normally be left alone?

7. Previous pet ownership and history

We may consider previous/current pet ownership and relevant tenancy or animal welfare history when assessing an application.

Have you previously owned or cared for this type of pet? ☐ Yes ☐ No

If yes, please provide brief details of your experience:

Have you previously kept a pet which resulted in complaints, tenancy action, damage or animal welfare concerns? ☐ Yes ☐ No

If yes, please provide details:

Have you previously applied for permission to keep this or another pet at this property?
☐ Yes ☐ No
If yes, please give the date (if known) and outcome:

8. Current tenancy matters

We may consider current tenancy enforcement or legal action relating to antisocial behaviour, tenancy breaches or other tenancy management issues when assessing an application.
Are you currently subject to tenancy enforcement or legal action of this type? ☐ No ☐ Yes
If yes, please provide relevant details or information you would like us to take into account:

9. Responsible pet ownership

Please confirm the following by ticking each box. These will be your responsibility, if permission is granted.

☐	I will make sure the pet is properly cared for, supervised and kept under appropriate control.
☐	I will provide adequate food, fresh water, shelter, exercise and enrichment appropriate to the pet's needs.
☐	I will make suitable arrangements for the pet's care during holidays, illness, emergencies or other periods of absence.
☐	I will seek prompt veterinary treatment if the pet becomes ill or injured.
☐	I will keep the property, communal areas, gardens and surrounding environment clean and free from pet fouling and will remove and safely dispose of pet waste promptly.
☐	I will take all reasonable steps to prevent my pet causing damage to the property, neighbouring properties or common areas.
☐	I will make sure the pet does not cause nuisance, excessive noise, foul smells, fear, danger, harassment, antisocial behaviour or disturbance to neighbours, visitors, contractors or staff.
☐	I will supervise the pet in communal areas and keep it under appropriate control, including complying with any lead or containment requirements.
☐	I will make sure the pet complies with all relevant animal welfare, identification and control legislation.
☐	I understand that I may be responsible for the cost of repairing damage caused by my pet, including damage caused by an animal belonging to a household member or visitor.
☐	I understand that permission may be reviewed or withdrawn where reasonable and proportionate action is needed because of nuisance, damage, antisocial behaviour, a breach of conditions or animal welfare concerns.

10. Breeding and animal related business

☐	I confirm that I will not intentionally breed the pet or operate a breeding, boarding, kenneling, cattery or other animal-related business from the property.
☐	I understand that if an unplanned litter, clutch or brood occurs, I must notify the Housing Service as soon as reasonably practicable and make responsible arrangements for the offspring.

11. Supporting information

Please give any information that may help us assess the application, including training undertaken, relevant pet-care experience, measures you have put in place to prevent nuisance or damage, or professional advice you have received.

12. Joint tenants

Where the tenancy is held jointly, any joint tenant may apply for permission to keep a pet. We may inform other joint tenants that an application has been made. Any permission granted relates to the tenancy address and does not remove the joint responsibility of all tenants to comply with the conditions of tenancy.

Are you a joint tenant? ☐ Yes ☐ No

Have the other joint tenant(s) been made aware of this application? ☐ Yes ☐ No

13. Tenant declaration

Please read and tick each statement before signing. I confirm and / or understand that:

☐	the information I have provided is accurate and complete to the best of my knowledge.
☐	the Council will consider my application based on its individual circumstances and may request more information or carry out a property inspection where appropriate.
☐	approval may be subject to reasonable conditions and that I must comply with those conditions and the Pet Policy for Council Tenants.
☐	the pet is not prohibited under the Pet Policy for Council Tenants or relevant legislation and that I will provide any required license, registration, exemption certificate or other evidence where applicable.
☐	although I am making this application, any other joint tenants will remain jointly responsible for complying with the tenancy conditions, including those relating to nuisance, damage, animal welfare, cleanliness and control of pets.
☐	keeping a pet without permission where permission is needed may constitute a breach of tenancy conditions.
☐	any request for a pet that is either an assistance, therapy, emotional support or other support animal, will be considered in accordance with the Council's equality and reasonable adjustment duties where relevant.
☐	separate permission may be required for any alteration to the property or installation of a structure.

Tenant signature	
Date	

Please return the completed application to us at Housing & Property, Moray Council, PO Box 6760, Elgin IV30 1BX.

Or you can scan it and email it to housing@moray.gov.uk.

We will write and tell you our decision within 28 days of receiving your application.