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| Application for permission to keep a pet |

1. Personal Details

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Your address |  |

|  |  |
| --- | --- |
| Address where the pet will be housed if different from above |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone no. |  |  | Email |  |

1. Your home (please tick the option(s) that apply to you)

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| --- |
| Are you an existing Octavia resident or homeowner? Yes  No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What type of housing do you currently occupy / are you applying for? (please tick all option (s) that apply to you) | | | | | | | |
| General needs | | |  | Are you on the transfer waiting list? Yes  No | | | |
| Supported / Housing for Older  People | | |  | Are you registered as living in an  overcrowded household? Yes  No | | | |
| Leasehold / Shared Ownership | | |  | Are you awaiting a mutual exchange? Yes  No | | | |
| What type of garden does the property have? | | | | | | | |
| Sole use |  | Communal | | |  | No garden |  |

3. What type of pet are you applying for (please provide a photo)?

Dog  Cat  Bird  Small mammal  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breed (where relevant) | Name | | Colour | Age | Sex F/M |
|  |  | |  |  |  |
| Will you need external pet housing (kennel, hutch, aviary etc)? | | Yes  (if yes, you will need our permission first)  No | | | |

4 Dogs (if you are NOT applying for a dog go to section 5)

If you do not have access to your own garden, you will not be able to keep a dog unless you have exceptional circumstances (for example, you need an assistance dog).

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have your own private garden? | Yes  No | Is someone available to look after the dog during working hours, and when you are away from home? | Yes  No |

It is a legal requirement that all dogs over the age of 8 weeks are microchipped. Failure to microchip a dog may lead to a criminal prosecution and a fine of £500.

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| --- | --- |
| Can you confirm that the dog mentioned in section 3 has been microchipped, or will be once over 8 weeks old? | Yes  No |

Microchip number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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5 Do you own any other pets? Yes  No  (If yes, please provide details below)

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| --- | --- | --- | --- | --- | --- |
| Type | Breed | Name | Colour | Sex M/F | Microchip number |
|  |  |  |  |  |  |

6 Responsible pet owner guidelines

You are responsible for looking after your pet in line with the Animal Welfare Act 2006. Always get our permission before keeping a pet.

* Keep your pet under control at all times
* Your pet must not cause a nuisance or disturbance to other people, including Octavia staff and contractors
* Ensure your pet does not access communal areas unless on a lead
* Pick up your pet’s mess and dispose of it safely and responsibly
* Do not allow your pet to damage any Octavia property and gardens. You will be charged for any damage your pet causes
* If you go away on holiday or are away from home for a substantial period, make suitable arrangements for the care of your pet during your absence
* Microchip dogs in line with government legislation (the number should be included in this form)
* Seek Octavia’s permission to install a cat/dog flap or external pet housing
* Do not breed or sell animals from your home
* Do not keep a dog listed under the Dangerous Dogs Act 1991
* Do not keep any livestock or illegal exotic or wild animals in your home or garden

7 Declaration

If you complete this form, Octavia will store and process your data in accordance with the requirements of its Privacy Policy and the General Data Protection Regulation (GDPR).

I understand this application is only for the animals listed above. I also understand I will need to seek permission again to keep a pet if I move to another Octavia property.

I have read the ‘Responsible pet owner guidelines’ and I understand that permission to keep a pet may be withdrawn and tenancy enforcement action taken against me if I do not follow any of the above guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature |  |
| Date |  |

Please return this application to: Customer Contact Team, Octavia Housing, Emily House, 202-208 Kensal Road, London W10 5BN or email [info@octavia.org.uk](mailto:info@octavia.org.uk)

Useful tips for looking after your pet are available on our website.

If you have any further questions about caring for your pet, or are concerned about your pet’s health and welfare your vet or an animal welfare organisation such as the RSPCA will be able to help.