

KINGDOM HOUSING ASSOCIATION LIMITED

PET POLICY

1.0 Statement of Intent

1.1 The purpose of this policy is to outline how the Kingdom will assess any request for permission to keep a pet in any of our properties.

2.0 Application to Keep a Pet

2.1 Kingdom tenants (subject to the conditions noted in 4.0 below) have a responsibility to apply to us in writing to keep any pet. We have taken the view that smaller pets kept in small quantities are less likely to be a source of nuisance therefore there is no need to apply for formal permission for those listed below. Any pets not on the list do still require formal permission. If pets on the list do cause a nuisance you may still be asked to get rid of them.

- Fish, reptiles or amphibians which can be kept in a tank with a capacity of less than 21 litres.
- Small domesticated rodents such as rats, gerbils, chinchillas, guinea pigs, rabbits and hamsters where no more than one pair will be kept.
- Small domesticated birds such as parrots, cockatiels, finches, canaries, budgerigars and macaws as long as no more than one pair is kept.
- If the above pair breeds it is expected that either the adults or the offspring will be removed so that the tenant still has only one pair of the animals concerned. If the tenant decides to keep the offspring the conditions for this are detailed below.

2.2 The above list is not exhaustive and further details of pets requiring/not requiring formal permission are contained in a procedural guide, which is available on request

2.3 Any application to keep a pet in greater numbers than on the above list or any pet which does not appear on the above list must be made to Kingdom in writing giving details of the kind and number of pets for which permission is being sought. Forms will be made available on request.

2.4 We will acknowledge any application within 5 working days of the date of receipt by us of the application. Applicants will receive a decision in writing within 28 days of our receipt of the written application and this will contain any conditions attached to such permission or reasons for its refusal. In all cases Kingdom will not withhold permission unreasonably.

3.0 Application Assessment

3.1 We will assess any application to keep a pet under the following criteria:

- Any potential for disturbance, nuisance or distress that the pet may cause to neighbours
- The size and type of accommodation where the pet is to be kept
- The number and type of pets already in the property
- Any history of pet related problems within the property or within the relevant locality
- Any title conditions applicable to the property or within the relevant locality
- Whether the pet will be kept for breeding purposes

3.2 In all cases Kingdom will balance the right to keep a pet against the right of other tenants and occupiers not to be disturbed, distressed or annoyed by a tenant's pet.

4.0 Restrictions to Keeping Pets

4.1 No tenant will be granted permission to keep a dog which is prohibited by the Dangerous Dogs Act 1991 or by any other Statute or Regulation.

4.2 No tenant whose property has a shared access will be granted permission to keep a dog. The exception to this restriction will be where the tenant or a member of their household requires the help of a seeing dog for the visually impaired or a hearing dog for the aurally impaired in order for them to lead an independent lifestyle.

5.0 Removal of a Pet

5.1 Kingdom will ask tenants to remove their pets from the property where:

- Permission has not been sought
- Conditions applied to our written consent have not been adhered to
- The pet has caused nuisance, distress or annoyance to any owner or occupier or property adjoining or within the locality of the tenant's property or has caused damage or destruction to any part of property owned or leased by the Kingdom

6.0 Appeals Process Where Permission is Refused

- 6.1 Any appeal on a decision to refuse permission to keep a pet should be made to the Housing Manager in the first instance. Where the Housing Manager upholds the original decision, the tenant can pursue any further grievance through Kingdom's Complaints Procedure.

7.0 The Role of Housing Services

The recording of applications to keep pets is the responsibility of the Customer Services Team. The appropriate housing officer is responsible for processing all requests.

8.0 Review

This policy will be reviewed 5 years from the date of implementation, which will be the date the policy is approved by the Committee of Management or earlier if deemed appropriate.

KINGDOM HOUSING ASSOCIATION LIMITED

PETS POLICY

Policy drawn up with reference to:

Housing Scotland (2001) Act

Reference made to the following sources and other guidance:

Prepared by: Alex McLaren

Current Policy dated: December 2002

Draft 1 Circulated to Directors for review

Policy audited by Kingdom's solicitors October 2006

Sub Committee Review of Policy 12.2.07

Presented for approval to Committee of Management on 19.3.07

Policy Approved Yes

Next review date: December 2012