



PALMERSTON NORTH CITY

**PALMERSTON NORTH
ANIMALS AND BEES BYLAW**

2018

Administration Manual

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Document Control

Version No.	Reason for Amendment	Date
1.0	Adopted by Council	28 May 2018

Authorisation

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

PART 1 – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Animals and Bees Bylaw. It addresses aspects of how animals may be kept in urban areas that could be included in the Bylaw, but are of an administrative or operational nature. These aspects of animal control may be amended before the Bylaw is reviewed and this is appropriately achieved by Council resolution changing this Manual. This will simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the Bylaw.

The Administration Manual is made under the Animals and Bees Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up-to-date and reflects current practice. Amendments to this document will be authorised by the General Manager for Customer Services Unit.

PART 2 - FORMS

This section includes the form to be used when applying for a permit under the Animals and Bees Bylaw. This form applies to the following activities controlled by the bylaw and for which a permit may be issued:

- Keep more than three cats on private land in the urban area
- Keep more beehives than authorised by the Bylaw
- Other activity that contravenes the Bylaw

Animals and Bees Bylaw Permit Application Form



APPLICANT DETAILS

Applicant Name: _____

Trading Name of Business (if applicable) : _____

Mailing Address: _____

Telephone: _____

Email: _____

After hours: _____

Mobile: _____

ACTIVITY TYPE

Please indicate the type of activity permit for which you are applying

Keeping cats

Keeping bees

Other: _____

PERMIT REQUIREMENTS

I confirm that:

(a) I have included in this application the required information necessary to enable the Council to consider the application (see overleaf).

(b) I have paid the prescribed fee (if applicable)

(c) I agree to comply with the times, terms and conditions of the permit if a permit is issued.

Signature: _____ (applicant)

Date: _____

OFFICE USE ONLY

Application received on: _____

Recommendation: Approved/Declined (circle one)

Permit number: _____

Applicant advised: Yes/No (circle one)

Date: _____

PERMIT INFORMATION REQUIREMENTS

The following are the information requirements for each of the different permit activity types. Please ensure that you supply all the required information with your application to enable the Council to consider your application. A failure to supply the required information may delay your permit application.

Keeping cats (clause 8)

1. The number of cats being kept.
2. The purpose for which the cats are being kept (e.g. companionship, show, breeding).
3. Information showing the suitability of the property and housing arrangement in which the cats will be kept.
4. How you will manage the effect the additional cats may have on the surrounding neighbourhood, including management of any noise or nuisance effects.

Keeping bees (clause 13)

1. A sketch plan showing the number and location of hives, including their proposed placement in relation to other buildings or structures on the property or property boundaries.
2. The size of the property where the hives are to be located.
3. The apiary registration number/s.