

Permission to keep a pet request form

Before filling out this form, please read our, [Pet Procedure for All Residents.](#)

Please complete and sign this form, returning it to your Neighbourhoods Officer (NO), Homeownership Officer (H/O) or Housing Officer (HO)

By email, send to customers@ccha.biz or post to ccha 29 Sheldon Street, Croydon CR0 1SS.

Name of resident who will be responsible for the pet	
Address where the animal will be living:	
Owners telephone Number /Mobile:	
Owners Email	
Tenancy/Lease Start Date:	

<p>What type of Pet are you seeking permission to keep? (e.g. Cat, Dog, Reptile)</p>	
<p>Have you applied before for permission to keep a pet and been refused?</p> <p>(If yes, please give details)</p> <p>Have you ever had a pet removed by the RSPCA or been prosecuted for any offence against animals?</p> <p>(If yes, please explain why?)</p>	

This section must be completed if you are requesting a dog, cat or reptile.

If you are requesting permission to keep a dog it is likely a home visit will be carried out.

We will also request a photo of your pet to keep on file if permission is granted.

<p>Breed:</p>	
<p>Size of dog:</p>	
<p>Name of the dog/cat:</p>	

Do you have insurance for this dog/cat?	
Has the dog/cat been microchipped? Please provide number once you have acquired the animal	

Other responsible person

Please give us the details of the person who will be responsible for your pet, in the event that you are unable to care for it.

Name:	
Address:	
Telephone number/mobile:	
Email:	
Signature:	

ccha will contact the person that has been named, as the other responsible person for this pet to ensure that they are happy to take this responsibility.

Declaration

- I understand that I am fully responsible for the care, welfare and behaviour of my pet and will ensure that they do not cause any nuisance or distress to my neighbours or others.
- I will not leave my pet or allow it to roam in any communal or shared area of ccha grounds or property at any time.
- If my pet has an accident in any of the communal or shared areas of ccha grounds, I will clean it up. This includes the removal of excrement. I accept that I may be charged for additional cleaning if this occurs.
- I confirm that I can afford to keep this pet and I am able to provide all the necessary care.
- I agree to have my pet microchipped (proof of documentation will be required.)
- I understand that ccha has the right, at any time, to withdraw any permission to keep a pet.

Resident's Signature:

Date:

Should you be refused permission for a pet, you will be sent a letter giving the reason for the refusal. If you are still not satisfied with the outcome, you have 28 days to appeal the decision, by emailing the Housing Services Operations Manager at customers@ccha.biz or by writing to ccha 29 Sheldon Street, Croydon CR0 1SS.

Office use only

Home Visit completed for Dog?		Date Completed	By Whom
Yes	No		
Comments:			

Permission Granted?		
Yes (confirmation of permission to be sent)	No (letter to be sent with explanation)	Comments:

Have insurance documents been seen/copied (once permission is granted or pet purchased)		
Yes	No	Comments:

Microchip Number (once permission granted or pet purchased):

Managers Signature :

Role:

Signature:

Date signed/agreed: