



KEPT ANIMALS POLICY

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1. REVISION/REVIEW SHEET

Issue	Brief Description of Reason for Change	Document Owner	Date Issued
0	Review of current policy dated 18 th March 2010		
1	Review of current version Issue 0 dated 09/2013	Geraint Jones	02.11.2018
2	Policy updated with Adra branding	Geraint Jones	07.10.2019
3	Update terminology to reflect Renting Homes Wales Act 2016	Geraint Jones	01.04.2022
4	Updated following revision to Dangerous Dogs Act 1991	Geraint Jones	01.02.2024

2. PURPOSE

- 2.1 The purpose of this policy is to set out how Adra (Tai) Cyfyngedig manages kept animals in our homes. This policy is relevant to animals kept by customers, including mammals, birds, reptiles, amphibians, fish, insects and other invertebrates, hereafter referred to as 'kept animals'.
- 2.2 Adra acknowledges that keeping animals can be beneficial for customers and supports responsible pet ownership, ensuring that the welfare of the animal is met / provided for. However, this policy and relevant procedures are in place to prevent irresponsible pet ownership, which can cause suffering to animals and nuisance to neighbours.
- 2.3 Breaches of contract causing nuisance or annoyance will be dealt with in accordance with Adra's Anti-Social Behaviour Policy (NSpol01).

3. SCOPE

- 3.1 This policy applies to all contract holders and prospective contract holders of properties owned by Adra.
- 3.2 This policy is relevant to all kept animals including mammals, birds, reptiles, amphibians, fish, insects and other invertebrates hereafter referred to as 'kept animals'

4. RESPONSIBILITIES

- 4.1 It is the responsibility of the Director of Customer and Communities to ensure that this policy is applied effectively, and that staff are trained appropriately in the procedures associated with this policy.

5. POLICY DETAIL

- 5.1 Adra requires its contract holders to be responsible pet owners as outlined in the Animal Welfare Act 2006, which came into force in 2007, and introduced the concept of Duty of Care for pet owners. This means that pet owners are legally obliged to ensure they meet the five welfare needs of their pets, including:
 - somewhere suitable to live
 - a proper diet including fresh water
 - the ability to express normal behaviour
 - allowing for any need for the animal to be housed with, or apart from other animals
 - protection from and treatment of illness and injury
- 5.2 Adra advise that customers consider the questions noted in Appendix 1 before deciding to keep a pet.

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- 5.3 Adra will provide customers with some information about keeping animals on its website.
 - 5.4 Prospective customers are required to state on the housing application form details of any kept animals they keep.
 - 5.5 Adra acknowledges that some customers need assistance or guide dogs to assist them in independent living. Guide dogs for blind people, hearing dogs for deaf people or dogs for disabled people are permitted. Adra will consult or inform the RSPCA with regards to any welfare concerns it may have.
 - 5.6 Adra may retract any consent previously given if the animal/pet causes nuisance or annoyance, e.g., if too many animals are kept at one time, if Adra has concerns with regards to the customer's ability as a responsible animal owner, or the customer cannot demonstrate to Adra that it is complying with legislation and guidance in relation to keeping and looking after the animal.
 - 5.7 It is a breach of contract for Adra customers to allow pets to damage Adra property or to cause nuisance or annoyance to other persons in the neighbourhood.
 - 5.8 If a kept animal fouls on any property or communal area, Adra expects the owners to behave responsibly by clearing up regularly. The kept animals housing and surrounding environment should be maintained in a hygienic manner and cleaned and disinfected daily.
 - 5.9 No kept animal should be encouraged to cause nuisance or annoyance to other residents, Adra staff, contractors or visitors.
 - 5.10 No kept animal housing may be erected, either internally or externally without prior written permission of Adra in accordance with Adra's Tenants Improvements & Alterations Policy (LFpol03).
 - 5.11 Adra customers are not allowed to use their home to run a business from their home involving breeding or keeping animals or birds or running boarding establishments.
 - 5.12 Customers must meet the care and welfare needs of their pet. In the case of dogs and cats this includes vaccinating, worming and regular flea treatment in accordance with veterinary guidelines. From time to time may ask for proof that these treatments have been carried out.
 - 5.13 Owners must have dogs over 8 weeks old legally microchipped and should consult a Vet in relation to the microchipping process. Owners should ensure that kept birds are ringed for identification.
 - 5.14 All cats need a litter tray (at least one per cat) and should be provided to minimize the problems of cat fouling in other residents' gardens.
 - 5.15 Animal waste/cat litter trays must not be left in internal communal areas/communal walkways. Animals should not roam around internal communal areas. Dogs should not roam communal gardens unless supervised by an adult.

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- 5.16 Caged birds should be able to outstretch their wings in all direction and with adequate perching space.
- 5.17 The following animals are not allowed within Adra's homes/gardens and communal areas:
- Farm animals for example sheep, lambs, goats, pigs, cattle, horses, ponies, chickens, poultry and ducks. (In some exceptional circumstances however, consent may be given for keeping chickens and ducks provided that the property is suitable and that they do not cause nuisance, annoyance or damage to the property which includes the garden).
 - Animals registered under the Dangerous Wild Animals Act 1976 including for example specific types of venomous snakes, specific types of spiders and reptiles including alligators & crocodiles
 - Any dog included on the list of types of dog that are prohibited for the purposes of section 1 of the Dangerous Dogs Act 1991 including:
 - Pit Bull Terrier
 - Japanese Tosa
 - Dogo Argentina
 - Fila Brazeliero
 - XL Bully

Consideration may be given to awarding permission for a dog prohibited for the purpose of section 1 of the Dangerous Dogs Act 1991 to live within properties owned by Adra provided that:

- *they have been included on the Index of Exempt Dogs;*
 - *the customer has provided Adra with a copy of the relevant Certificate of Exemption within 5 days of Adra requesting the same;*
 - *that Adra do not have concerns as to the customer's ability to look after and control animals;*
 - *the customer is complying with relevant legislation and guidance, and can demonstrate this to Adra within 5 days of any request (e.g. keeping the dog in a secure place from which they cannot escape, obtaining insurance, neutering the dog, and ensuring the dogs wear a muzzle in public places and within the Property boundary when Adra Staff visit for any purpose. For the avoidance of doubt, any communal hallway, communal garden, shared pathway etc is considered to be a public place and therefore a muzzle should be worn at these locations at all times.*
- Endangered species, such as certain birds of prey

- Up to date information on both the Dangerous Wild Animal Act 1976 & Dangerous Dog Act 1991 can be obtained from the Department for Environment, Food and Rural Affairs (DEFRA) at www.gov.uk/defra

5.18 Examples of nuisance or annoyance caused by, or involving, kept animals include:

- roaming and unattended animals
- animals fouling communal areas and/or gardens and owners failing to clear the mess in a satisfactory manner
- irresponsible storage of animal feed (e.g., untidy/ unsuitable storage and/or attracting vermin)
- animals causing noise nuisance
- irresponsible owners failing to clear up the mess
- animals/pets preventing Adra staff or contractors in carrying out their duties
- threatening or dangerous behaviour
- over-population of animals within a household
- unpleasant odours from pets
- aggressive animals
- customers acting irresponsibly in feeding and attracting wild birds and/or vermin (e.g. by feeding seagulls from flats)
- customers not adhering to the relevant laws and guidance in relation to keeping animals

5.19 Adra will work with other relevant agencies to deal with cases of animal cruelty or animal abuse in any of our properties. We will refer cases of animal cruelty to the RSPCA.

- If any Adra staff or representative witnesses or suspects a case of cruelty or animal abuse they will report the incident to the RSPCA or RSPB.
- Should Adra receive any information from RSPCA / RSPB relating to a caution or conviction for cruelty or animal abuse we may take further action.
- Adra's customers must comply with The Animal Welfare Act 2006 which introduced a duty of care on any person keeping an animal to ensure that they look after it as noted in 5.1

6. RISK FACTOR

6.1 The risk of Adra not having a clear policy on animals/pets that is compliant with legislation and best practice leading to loss of reputation and potentially expensive legal challenges.

- 6.2 The risk that Adra does not provide clear guidance on responsible animal/pet owners within their properties.

7. EQUALITY AND DIVERSITY

- 7.1 Adra recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy.
- 7.2 Adra will ensure that staff consider the individual needs of our contract holders regardless of age, gender, race, class, culture, sexuality or disability when assessing applications for pets or responding to any complaints.

8. COMPLAINTS

- 8.1 Adra recognises your right to bring forward a complaint in relation to the exercise of this policy. Any such complaint will be dealt with under the CCpol01 – Complaints and Concerns Policy.
- 8.2 Adra will ensure that any decisions relevant to this policy are reasonable and comply with relevant policy and legislation.

9. REVIEW OF DECISIONS

- 9.1 Adra recognises the right to request a review of any decision relating to this policy. Any such review will be dealt with following our CCp04- Review of Decision process
- 9.2 Adra will ensure that any decisions relevant to this policy are reasonable and comply with relevant policy and legislation.

10. REFERENCES

- 10.1 Dangerous Wild Animals Act 1976
- 10.2 Dangerous Dogs Act 1991
- 10.3 Animal Welfare Act 2006
- 10.4 Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- 10.5 Adra Kept Animals Policy
- 10.6 Adra Customer Improvements and Alterations Policy
- 10.7 NSpol01- Anti Social Behaviour Policy
- 10.8 Renting Homes (Wales) Act 2016
- 10.9 Adra Contract

11. DATA PROTECTION

11.1 The policy has been considered in line with Adra’s Data Protection procedural guidance to ensure full compliance with data protection 2018 regulations. The policy was considered against the Data Privacy Impact screening process, and it was concluded that there were no personal data risk in implementing the policy.

12. REVIEW

12.1 This procedure will be reviewed every 3 years, or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Adra Policy.

APPENDIX 1

Adra's Kept Animals Policy acknowledges that keeping animals can be beneficial for customers and supports responsible animal ownership. However, irresponsible animal ownership can cause suffering to animals and nuisance and annoyance to other residents.

Being a responsible animal owner

The more thought you give before owning an animal, the better. It is very difficult to re-house an animal once you have become emotionally attached to it.

Before deciding to keep an animal Adra asks that you please consider the following questions:

1. Does the animal fit your lifestyle and the family circumstances?

Are you out a lot of the time, do you have young children in the household?

2. Is your accommodation suitable?

Do you have easy access to garden areas, do you live near a busy road, is a flat suitable for the type of animal you are proposing to keep?

3. How much is it going to cost?

Some items you can budget for, for example the initial cost of the animal, equipment and ongoing costs such as food and bedding. What about unexpected costs such as vet bills?

4. Health issues - is there a local vet who can care for your animal?

This is particularly important if you have a more unusual or exotic animal. Are regular vaccinations required?

5. Are you going to insure, and/or microchip your animal?

Adra actively encourage this but both have cost implications. It is a legal requirement to microchip dogs over 8 weeks old.

6. What will happen to the animal if you are away from your home, for example on holiday or due to unexpected ill health?

Do you have friends or family who are willing and able to care for your animal if you are not at home?

7. Population control

If you are planning to keep a cat we will ask that it is neutered, and we would recommend this for dogs and other animals as well. Adra regards over-population of animals within a household as a nuisance or annoyance.

8. Is your choice of animal likely to cause nuisance or annoyance to your neighbours?

Most of us want to live harmoniously with our neighbours – it may be worth having a chat with them before you make the final decision on keeping an animal at your home?

9. How committed are you to looking after your animal?

For example:

- have you got a plan on how you will care for the pet and control it?
- dogs need to be walked daily – do you have the time and commitment to do this?
- dogs should not be left to bark in the house or garden all day causing a nuisance- think how you will deal with any problems or complaints if they occur
- pets and animals need to be looked after properly and this takes time, effort and has financial implications
- consider that some animals may live a long-time e.g., some parrot and reptile species – and may outlive an owner
- have you considered making provisions for the animal should you no longer be able to care for it?

Adra advice you to give serious thought to the above before deciding to keep a pet or an animal at your home.