

City of Woodstock Kennel Application

Municipal Code 212

[Click here to read by-law](#)

| |
|------------------------|
| OFFICE USE ONLY |
| Date Received _____ |
| Licence # _____ |
| Date Issued _____ |

Application Fee - \$100

New Application

Renewal

General Information

Please Print

Applicant's Name (first and last) _____

Business (or Corporation) Name _____

Home/Business Address (complete) _____

Home/Business Phone Number _____

Mailing/Billing Address (if different) _____

Email Address _____

Canadian Kennel Club Registration
(Attach proof of registration) _____

Location of Kennel _____

Number of Dogs _____

The following needs to be provided with the application:

1. A **Criminal Records Check (CRC)** obtained at your local Police Station – valid for one year from date of issue.
2. A **Certificate of Insurance** showing proof of a minimum of \$2,000,000 liability insurance covering the business/kennel.
3. A **Site Plan** showing the exterior of the premises and available parking. Measurements required.
4. A **Floor Plan** showing the interior of the premises/building/dwelling. Measurements required.
5. Any additional information that is requested by the City Clerk.

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The licensee hereby certifies that:

- a. No person shall, whether temporarily or permanently, keep, harbour, maintain or possess at any location within the City of Woodstock more than three domestic dogs or cats or a combined total of five (5) of an age in excess of four months with the exception of a kennel operated and registered in accordance with the provisions of this Chapter.
- b. No person shall operate a kennel within the City of Woodstock without having obtained a kennel registration prior to conducting the business of operating a kennel. A kennel must be registered on an annual basis on or before the 15th day of February of the current year.
- c. A kennel registration shall only be issued where the location of the kennel is in compliance with the City of Woodstock Zoning By-laws.

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the City of Woodstock Municipal Code Section 212 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Kennel Licence. The fee has been submitted with this application.

I understand that the payment of the licensing fee does not guarantee the obtaining of a licence. Issuance of a licence does not constitute consent by the City of Woodstock for the licensee to contravene, fail to observe or comply with any law of Canada or Ontario or any Chapter of this Code or by-law of the City.

Applications must be submitted a minimum of 14-21 business days prior to the licensing renewal period and will be delayed if all requested information and documentation is not received to the Clerks Department in a timely manner.

Signature of Applicant

(entering your name is representative of your signature)

Signature of Witness

(entering your name is representative of your signature)

Today's Date:

This licence is granted for one year from February 15th in the current year and expires on the 15th of February one year after issue or sooner if the licence is revoked.

Issuance of this licence may be subject to the following department approvals:

Chief Building Official

City Clerk

Police Department

Notice of Collection

Personal information contained on this form is collected by the Corporation of the City of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Kennel Licence. Questions about the collection of this information may be made to the City Clerk, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 539-2382 ext. 2500, during business hours.