

Statement of Proposal

Draft Palmerston North Animals and Bees Bylaw 2024

Submissions close 12 February 2024

DRAFT Palmerston North Animals and Bees Bylaw 2024

This Statement of Proposal provides information that will help you to make a submission on our draft Bylaw.

Statement of Proposal

Background

We are reviewing our Animals and Bees Bylaw. We regularly review our bylaws to ensure that they are fit for purpose, and are meeting the needs and expectations of the community. We previously asked for your feedback to help us develop our draft Bylaw.

You told us that you were generally happy with the controls we have for animals and bees, so we've kept most things the same, with a few key changes that we've highlighted in this document. Now we're asking if you think we've gotten the changes to our draft Bylaw right. Let us know what you think by making a submission.

Reason for the proposal

Under 146(a)(v) of the Local Government Act 2002, the Council has specific bylaw making powers for the keeping of animals, bees and poultry. Our Bylaw, which was last reviewed in 2018, is due for review again so we've taken the opportunity to have a close look at it.

We're proposing a few changes that will keep our Bylaw effective, and our community free from nuisance or health and safety concerns that may be caused by the keeping of animals and bees. This Statement of Proposal outlines the changes we've proposed, and the ways that the community can provide feedback on them.

Purpose of the Animals and Bees Bylaw

There are many benefits we receive from the keeping of animals, including companionship, supporting our spiritual or psychological needs, improving our overall health and physical wellbeing, and greater environmental awareness.

However, keeping animals can also create nuisance problems, such as damage to property, excessive noise or odour, and can potentially become injurious to the health and safety of the community.

The Animals and Bees Bylaw is primarily a regulatory mechanism that is used to address nuisance concerns that may be caused by people keeping animals in Palmerston North. It specifies the requirements, and sets controls, for keeping animals and bees on private properties. It helps protect the community from nuisances.

The Bylaw is generally permissive in its approach, which is in keeping with the wider regulatory approach of the Council.

The Bylaw only applies to kept or 'owned' animals. It does not apply to animals which are 'wild', or feral and doesn't include any controls for dogs, which are covered by the Palmerston North Dog Control Policy 2018.

What we're proposing

We are proposing to make a few changes to our Bylaw. Some of the changes are more significant than others, which we've highlighted and explained below.

Change we are proposing	Reason for our proposed change
Part 4, clause 8.7(b) – Cats on premises	
<p>We propose to amend this clause to read:</p> <p>8.7 (b) Cats over sixfour months are desexed (unless kept for breeding purposes and are registered with a nationally recognised cat breeders' body including New Zealand Cat Fancy Ltd. and Catz Inc.).</p>	<p>The reason for the proposed change is that cats may reach puberty at any time after four months of age. Desexing cats by four months (at or before puberty) reduces the likelihood of some nuisance behaviours occurring which can be objectionable to people (spraying, straying or vocalising).</p> <p>Desexing cats also supports the ongoing cat population management in Palmerston North by preventing unwanted breeding.</p> <p>Information provided in the <i>Code of Welfare Companion Cats 2018</i> supports this change, and provides detailed research on the health and welfare benefits of desexing cats. The Code of Welfare can be found on the Manatū Ahu Matua Ministry for Primary Industries (MPI) website.</p>
Part 5, clause 10.1 - Pigs	
<p>We propose to add a clause that reads:</p> <p>10.1 A person keeping pigs must at all times ensure that the pig has access to shelter or a pigsty that:</p> <ul style="list-style-type: none"> a. is sufficient in size to allow the pig to stand, turn, and lie down in a natural position; and b. is adequately ventilated; and c. provides protection from extremes of heat and cold; and d. has a dry lying area. 	<p>The addition of the clause reflects the standards for housing issued in the Code of Welfare for Pigs, noting that pigs are particularly susceptible to extremes of heat and cold and require housing that mitigates this.</p> <p>Codes of Welfare for animals are issued under the Animal Welfare Act 1999. The Codes expand on the basic obligations of owners under the Animal Welfare Act by setting minimum standards and recommending best practice for the care and management of animals and animal related activities.</p>
Part 7, clause 13.1 (c) and 13.2 – Bee keeping	
<p>We propose to add to clause 13 an additional control that would assist with the good flightpath management of bees. The clause would read:</p> <ul style="list-style-type: none"> c. Hives are positioned on the property so that the flight path of bees is encouraged in a direction away from neighbouring properties or public footpaths or walkways; 	<p>The reason for the inclusion of this clause is to encourage the flight path of bees away from properties that neighbour hives or public spaces, to avoid nuisance issues that may be caused by bees.</p> <p>When bees leave their hives they will fly for long distances roughly 1-1.5m above the ground, until an environmental obstacle such as a hedge or fence, or other physical barrier, encourages their flightpath upwards or downwards. Once at that height, the</p>

	<p>flightpath of the bee will not change until the next environmental obstacle is encountered.</p> <p>A “flyway” or flightpath barrier close to the entrance of a hive will encourage bees upward above the height of most people, reducing the potential for injury from stings. Bees are also known to excrete within 500m of their hive which can cause nuisance for neighbouring properties if bee excrement is dropped on laundry-lines, vehicles, or buildings.</p> <p>Positioning hives on properties in specific ways so that the flightpath of bees is very quickly encouraged upwards to a level above the head of most people, and then away from neighbouring properties or public places, will reduce the potential for nuisance from bee excrement, or injury from bee stings.</p>
<p>We are also proposing to add a further control in clause 13 that would read:</p> <p>13.2 The requirements of clause 13.1 (a) do not apply where a hive is located on or above the second storey of a building.</p>	<p>Clause 13.1 (a) relate to boundary setbacks and fence-height requirements for the keeping of bees.</p> <p>Hives located above ground level do not require the same flightpath controls for bees.</p>
Inclusion of new controls in Part 8, Clause 14 Slaughtering of Stock or Poultry	
<p>We propose to add to the Bylaw a clause for the slaughtering or processing of stock or poultry. The clause would read:</p> <p>14.1 Any person who slaughters stock or poultry must do so in a way that minimises distress to the animal, and which does not cause distress or offence to any person.</p> <p>14.2 Any person who slaughters stock or poultry must dispose of the waste or remains from the animal in such a manner that it does not create a nuisance or threat to public health and safety, and does not cause distress or offence to any person.</p> <p>14.3 The slaughter of stock or poultry must be carried out so as not to be in view of a nearby person, including from inside of a residence.</p> <p>14.4 Stock or poultry must not be slaughtered, or the waste or remains of the animal disposed of, in a public place.</p>	<p>The purpose of the clause is to ensure that the processing of animals which have been slaughtered in residential areas, or are slaughtered elsewhere but are being processed in a residential area, does not cause a nuisance (such as offensive odour) or objection or disgust (for example, from the sight of an animal being processed) to the community.</p>

Minor changes	
We've made a number of other, more minor changes to the draft Bylaw and Administration Manual.	We've done this to update administrative matters (such as dates and titles), as well as to improve the readability of the Bylaw.

S.155 Determinations

We have a number of legal obligations under the Local Government Act 2002 (s.155) we need to meet as part of reviewing and making changes to our Bylaw.

On 22 March 2023, the Strategy and Finance Committee received a report that detailed the perceived problems related to keeping of animals and bees in Palmerston North. That report provided analysis on whether a bylaw was the most appropriate way to address the perceived problem, if the bylaw was the most appropriate form of bylaw, and if it would raise any concerns under the New Zealand Bill of Rights Act 1990.

A full copy of the report is available online as part of the March 2023 agenda for the Strategy and Finance Committee, or on request.

From that report, the Committee recommended the Council resolve:

1. That a Bylaw is the most appropriate way of addressing the perceived problem

The Council has considered and determined that a bylaw which regulates the keeping of animals and bees in Palmerston North is the most appropriate way to address nuisance issues, and health and safety concerns that may arise from keeping animals. To determine this, the Council also considered several non-Bylaw mechanisms available to it, including:

- Requirements in the Animal Welfare Act 1999, and the associated Codes of Welfare issued under that Act
- Requirements in the Health Act 1956
- Requirements in the Biosecurity Act 1993
- Rules that are included in the Palmerston North District Plan
- Owner education programmes

2. That it is the most appropriate form of Bylaw

The Council determined that a stand-alone bylaw continues to be the most appropriate form of Bylaw. This means that the Council considered whether other types of Bylaw (like a combined Bylaw) would be more appropriate to address the perceived problem, and determined that it would not be.

3. That the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990

The New Zealand Bill of Rights Act 1990 grants and protects the civil and political rights of people in New Zealand. The Council determined that it is not anticipated that the Bylaw will give rise to any implications under the New Zealand Bill of Rights Act 1990. This means the Council has considered the needs of the community and has determined that the Bylaw includes only necessary controls, and that it is not overly restrictive.

Let us know what you think – have your say

Have we gotten our draft Bylaw right? Did we miss anything?

Anyone can make a submission about the proposals described in this document. We encourage people with an interest in the issues raised to give feedback.

This Statement of Proposal, and the submission form can be found:

- on the Palmerston North City Council website;
- at the Customer Service Centre, Te Marae o Hine The Square, Palmerston North;
- at the Central Library, Te Marae o Hine The Square, Palmerston North; and
- the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury.

Hard copies of the Statement of Proposal and the submission form are also available on request.

To get your feedback to us, you can:

- Submit it online via our website www.pncc.govt.nz/Participate-Palmy/Have-your-say
- Mail it to: Animals and Bees Bylaw Submission, Democracy and Governance Team, Palmerston North City Council, Private Bag 11034, Palmerston North 4442
- Deliver it to: Palmerston North City Council Customer Service Centre, 32 Te Marae o Hine The Square, Palmerston North
- Email it to: submission@pncc.govt.nz (subject "Animals and Bees Bylaw Submission")
- Phone us: 06 356 8199

Speaking to your submission

You are entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal at a Committee meeting likely to be held in early 2024. The date and time for hearings will be confirmed in the letter acknowledging your submission and will also be advertised in the Manawatū Standard and Guardian newspapers.

**The submission period runs from
10 January to 12 February 2024**

Making a good submission

We welcome your feedback in any form – via our online submissions form, in a letter or email, over the phone, or by using our hardcopy submission forms.

To make a good submission, we encourage you to point to the particular areas of the proposed Bylaw you are commenting on, letting us know why you do or do not support it, and what you think we should consider changing (if anything). Matters outside of the scope of the Bylaw review aren't able to be considered as part of this process. If you need help with making a submission, get in touch and we can assist you.

Privacy Statement

All submissions are made publicly available on our website and at Council libraries. Your contact details (but not your name) are confidential and will not be published. Elected members will receive all submissions, without contact details, so they can consider the views and comments expressed. We collect your contact information so that we can keep you up to date with the proposal.

For more information, see our privacy statement: www.pncc.govt.nz/privacy



PALMERSTON NORTH CITY

**DRAFT PALMERSTON NORTH
ANIMALS AND BEES BYLAW ~~2018~~ 2024**

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PALMERSTON NORTH ANIMALS AND BEES BYLAW 2024 2018

PART 1

INTRODUCTION

1. TITLE

- 1.1 The title of this bylaw is the Palmerston North Animals and Bees Bylaw 2024 2018.

2. PURPOSE

- 2.1 This Palmerston North Animals and Bees Bylaw 2024 2018. (the Bylaw) is made pursuant to the Local Government Act 2002 (LGA) and the Health Act 1956 (HA).

- 2.2 The purpose of this Bylaw is to:

- specify requirements for the keeping of animals, including stock, pigs, cats, poultry and bees, in the Palmerston North district;
- to protect the general public, neighbours and property owners from ~~general nuisances that may be caused by the keeping of animals or bees~~; and
- to protect, promote and maintain public health and safety related to keeping animals.¹

This Bylaw applies to the keeping of animals on privately owned premises in Palmerston North, and should be read alongside the Palmerston North Animals and Bees Bylaw Administration Manual.

¹ Explanatory Note: This bylaw does not apply to dogs. The regulation of dogs in Palmerston North is provided for in the Palmerston North Dog Control Policy and the Palmerston North Dog Control Bylaw.

There are a number of additional legislative requirements that persons who are keeping animals must adhere to. These include requirements in the Impounding Act 1955, the Biosecurity Act 1993, the Animal Welfare Act 1999, as well as various Codes of Practice issued by Manatū Ahu Matua – the Ministry of Primary Industries (MPI), and land-use or management plans which are administered in Palmerston North by Horizons Regional Council.

3. COMMENCEMENT

3.1 This Bylaw comes into force on DAY MONTH 2024 ~~1 July 2018~~

4. REPEAL

4.1 The Palmerston North Animals and Bees Bylaw ~~2018 2014~~ is repealed with effect from midnight DAY MONTH 2024 ~~1 July 2018~~.

5. INTERPRETATION

Where not otherwise defined in this Bylaw, all words and phrases are as defined in the Local Government Act 2002 or the Health Act 1956.

Animal Means any poultry (as defined), stock (as defined), cat, or pig; but does not include dogs or any such animal that is living in a wild state, or any other animal not referred to in this definition notwithstanding that it may be living in a domestic state.

Authorised Officer Means a person appointed by the Council and given powers to perform duties and functions under this Bylaw.

Bee means the insect *apis mellifera*, commonly referred to as the Western Honey Bee or the European Honey Bee.

Beehive means a structure used to keep bees.

Bee Keeper Means a person who is keeping bees or owns hives.

Council Means the Palmerston North City Council and includes any person authorised to act on its behalf.

District Means the area within the territorial boundary of the Palmerston North City Council.

District Plan	Means the operative Palmerston North City District Plan.
Dwelling House	Means a house that a person lives in.
Keep or Keeping	Means owning, looking after, being in charge of, a custodian, or in possession of any animal.
Keeper	Means a person who is keeping an animal.
Nuisance	Means, without limiting the meaning of the term “nuisance”, any unreasonable interference with the peace, comfort or convenience of another person, whether by way of excessive noise or offensive odours, and includes a nuisance as defined in section 29 of the Health Act 1956.
Palmerston North Villages	Means the urban areas of Ashhurst, Longburn, Linton and Bunnythorpe.
Pigsty	A pen or enclosure used to for the shelter and housing of pigs.
Premises	Means all the land and buildings contained within the boundaries of a property.
Poultry	Means peacocks, doves, pheasants, swans, hens, roosters, geese, ducks, pigeons, turkeys, quails and any other bird that the Council by resolution from time to time declares to be poultry for the purposes of this Bylaw.
Stock	Means alpacas, cattle, deer, donkeys, horses, sheep, goats and any other animal that the Council by resolution from time to time determines to be stock for the

purposes of this Bylaw, but does not include pigs.

Urban Area

Means any land zoned residential in the District Plan.

PART 2

GENERAL

6. GENERAL PROVISIONS

- 6.1 ~~No~~ A person may ~~not~~ keep animals in a way that, in the opinion of an authorised officer causes or is likely to cause a nuisance or injury to the health or safety of any person.
- 6.2 If, in the opinion of an authorised officer, an animal kept on private land is causing or is likely to cause a nuisance the authorised officer may issue a notice requiring the person keeping the animal to take such action as the officer considers necessary within any time specified to abate or prevent the nuisance.
- 6.3 A person issued with such a notice under this Bylaw must comply with the notice.
- 6.4 In any instance where there is a discrepancy between this Bylaw and the District Plan, the District Plan shall prevail.

PART 3

STOCK

KEEPING STOCK IN URBAN AREAS

- 7.1 A person may keep stock in the Urban Area provided they comply with the following conditions:
- a) The stock are prevented from causing any nuisance or damage to the property of adjoining premises.
 - b) Manure and effluent is removed from the premises, or appropriately recycled or reused, before it creates a nuisance.
 - c) Stock ~~should have an~~ are provided adequate and appropriate living environment for their species including companionship, space, shade and shelter.

PART 4

CATS

8. CATS ON PREMISES

- 8.1 ~~No~~ A person may not keep more than three cats per ~~dwelling-property~~ on any private land in the Urban Area without a permit issued under this Bylaw.
- 8.2 If the Council issues a permit to a person to keep more than three cats under clause 8.1 ~~then~~ the permit holder must comply with the conditions of that permit.
- 8.3 ~~No~~ Cats kept for breeding purposes shall not be housed within 1.8 metres of the boundary of any adjoining property in the urban area unless the housing is within a dwelling house.
- 8.4 The restrictions of clauses 8.1 and 8.3 shall not apply to kittens below the age of three months.
- 8.5 Nothing in clause 8.1 applies to the SPCA or other animal shelter or a lawfully established veterinary clinic or cattery.
- 8.6 Nothing in clause 8 precludes the need for a resource consent under the District Plan.
- 8.7 Every person who keeps cats must ensure that:
- a. Cats over six months of age are microchipped and registered with the New Zealand Companion Animals Register, or other Council approved microchip registry.
 - b. Cats over ~~six~~ four months are desexed (unless kept for breeding purposes and are registered with a nationally recognised cat breeders' body including New Zealand Cat Fancy Ltd. and Catz Inc.).²
- 8.8 Clause 8.7 applies to all cats born after ~~1 July 2018~~ Day Month Year.

²Explanatory Note: Cats may reach puberty at any time after 4 months of age. As stated in the Companion Cats Code of Welfare 2018, issued under the Animal Welfare Act 1999 by MPI, desexing cats by 4 months reduces the likelihood of some nuisance cat behaviours occurring which may be objectionable to people (ie: spraying, straying and vocalising). Desexing cats also supports ongoing cat population management in Palmerston North by preventing unwanted breeding.

PART 5

PIGS

9. PIG KEEPING

- 9.1 ~~No person may keep a pig or pigs in the urban area.~~ Pigs are only permitted to be kept in areas zoned rural in the District Plan.
- 9.2 ~~No~~ A person may **not** keep a pig or pigs on land zoned rural in the District Plan except in accordance with the District Plan.
- 9.3 Where there is a discrepancy between this Bylaw and the District Plan regarding the keeping of pigs, the District Plan prevails.

10. MAINTENANCE OF PIGSTIES

- 10.1 A person keeping pigs must at all times ensure that the pig has access to shelter or a pigsty that:
- a. is sufficient in size to allow the pig to stand, turn, and lie down in a natural position; and
 - b. is adequately ventilated; and
 - c. provides protection from extremes of heat and cold; and
 - d. has a dry lying area.
- 10.2 The keeper of pigs must keep the pigsty and all drains, tanks, troughs and other areas associated with the pigsty in a clean condition.
- 10.3 All troughs from which pigs are fed must be watertight and properly constructed using concrete, sheet iron, hardwood or other material. ~~approved in writing by an authorised Officer.~~
- 10.4 Troughs, whether in feeding pens or elsewhere, must be placed on a smooth concrete slab with a raised nib wall around its edge and must be of sufficient size to prevent pollution of the area or ground surrounding the trough.
- 10.5 All manure and effluent must be removed from the premises, or appropriately recycled or reused, before it creates a nuisance.
- 10.6 All food intended for pigs shall be contained in an impervious container with a close fitting cover sufficient to prevent access by flies or the escape of offensive odours.

PART 6

POULTRY

11. KEEPING OF POULTRY

- 11.1 Subject to clause 11.4 relating to roosters, ~~no~~ a person may ~~not~~ keep poultry in the ~~Urban~~ Area except in accordance with clause 12 of this Bylaw.
- 11.2 ~~No~~ A person may ~~not~~ keep poultry in the rural zone except in accordance with the District Plan.
- 11.3 Where there is a discrepancy between this Bylaw and the District Plan regarding the keeping of poultry, the District Plan shall prevail.
- 11.4 ~~No~~ A person may ~~not~~ keep roosters in the urban area unless:
- a) The rooster is kept in the Palmerston North villages of Ashhurst, Bunnythorpe, Longburn and Linton; or
 - b) The owner of the rooster holds a valid permit issued under this Bylaw.

12. POULTRY HOUSE AND RUN

- 12.1 Poultry must be provided with a poultry house with the following features:
- a) A rainproof roof;
 - b) A floor made of solid wood, concrete or other ~~approved~~ suitable material surrounded by a raised nib to which a poultry run may be attached.
- 12.2 No poultry house or poultry run shall be placed so that any part of it is within 2 metres of any dwelling house, whether wholly or partially occupied, or the boundary of any adjoining premises, unless the properties are separated by a solid fence.
- 12.3 Every poultry house and poultry run shall be maintained in good repair, in a clean condition free from any offensive smell or overflow, and free from vermin.
- 12.4 Any property where poultry are not confined in a poultry house and run must have secure boundary fences to confine poultry to that property, ~~and the poultry must still be provided with shelter that gives shade, and otherwise protects the animal from excessive rain, cold, or heat.~~

PART 7

BEES

13. BEE KEEPING

13.1 A person may keep bees in the urban area provided they comply with the following conditions:

- a) Hives are placed no closer than 1 metre to any boundary unless there is a solid fence 1.6 metres or taller on that boundary for the flight path management of bees; and
- b) The property area is 500m² or greater; and
- c) Hives are positioned on the property so that the flight path of bees is encouraged in a direction away from neighbouring properties or public footpaths or walkways;
- d) The number of hives does not exceed that which is allowed for the area of the property as indicated in the following table:

Property area	Maximum number of hives
500m ² to 700m ²	2
701m ² to 1000m ²	4
1001m ² to 2000m ²	6
2001m ² or greater	8

- e) The apiary or the beekeeper must be registered under the Biosecurity Act 1993 and the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998.³

13.2 The requirements of clause 13.1 (a) do not apply where a hive is located on or above the second storey of a building.

³ Explanatory Note: Beekeepers have a legal obligation to register themselves as a beekeeper under the Biosecurity Act 1993. Beekeepers also have an obligation under the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998 to register their apiary or hive. The purpose of registration is to protect bees and hives from American Foulbrood Disease, and allows Manatū Ahu Matua - Ministry of Primary Industries (MPI) to respond appropriately to hives experiencing an incursion of exotic pests and diseases. Beekeepers are also required to comply with the ongoing management requirements in the American Foulbrood National Pest Management Plan.

- 13.3 Notwithstanding clause 13.1, a person may apply for a permit under this Bylaw to keep bees if they are otherwise unable to comply with the conditions of clause 13.1.
- 13.4 A person may keep bees in the rural zone in accordance with the District Plan.

PART 8

SLAUGHTERING OF STOCK OR POULTRY

14. SLAUGHTER OF ANIMALS

- 14.1 Any person who slaughters stock or poultry must do so in a way that minimises distress to the animal, and which does not cause distress or offence to any person.
- 14.2 Any person who slaughters stock or poultry must dispose of the waste or remains from the animal in such a manner that it does not create a nuisance or threat to public health and safety, and does not cause distress or offence to any person.
- 14.3 The slaughter of stock or poultry must be carried out so as not to be in view of a nearby person, including from inside of a residence.
- 14.4 Stock or poultry must not be slaughtered, or the waste or remains of the animal disposed of, in a public place.

PART 9

ADMINISTRATION

15. PERMITS

- 15.1 A permit to keep animals may be issued under this Bylaw if the Authorised Officer is satisfied that the granting of the permit would not create a nuisance or injury to the health or safety of any person.
- 15.2 For the avoidance of doubt, the Council may grant a permit for an activity that would otherwise contravene this Bylaw.
- 15.3 A permit may include conditions that the Council considers are reasonably necessary to manage the effects of the activity, achieve the objectives of this Bylaw, and minimise the risk of nuisance.
- 15.4 Any person seeking a permit must:
- a) Complete the required application form; and

- b) Pay the applicable fee, if any; and
- c) Comply with any requirements set as conditions of that permit.

15.5 A permit may be cancelled by the Council if:

- a) The Council receives separate complaints ~~from three or more different properties~~ and the Authorised Officer is satisfied that the complaints are reasonable and justified; or
- b) The holder of the permit breaches the conditions of the permit.

15.6 The holder of the permit may apply to the ~~General Manager of the Customer Services Unit~~ ~~delegated officer~~ for a review of any decision made under clause 15.5 within five working days of receiving notification of the decision.

15.7 A permit is personal to the applicant and is not transferable.

16. FEES FOR PERMITS

16.1 The Council may charge a fee for receiving and processing an application and issuing a permit.

16.2 The Council must prescribe a fee for any permit issued under this Bylaw using the Special Consultative Procedure in accordance with the Local Government Act 2002.

17. OFFENCES AND PENALTIES

Every person who commits a breach of any of the provisions of this Bylaw commits an offence and may be liable on summary conviction to a fine of up to \$20,000 as prescribed by section 242 of the ~~LGA Local Government Act 2002~~.



PALMERSTON NORTH CITY

**PALMERSTON NORTH
ANIMALS AND BEES BYLAW**

2018 2024

Administration Manual

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Document Control

Version No.	Reason for Amendment	Date
1.0	Adopted by Council	28 May 2018
2.0	Adopted by Council	Day Month 2024

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 **delegated officer, as set out in the Delegations Manual** ~~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.

Any other animal not permitted in the Bylaw:

1. The species of animal.
2. The number of animals proposed to be kept.
3. The size of the property where the animal will be located.
4. Information showing that suitable provision has been made for the keeping of the animal, including welfare and housing needs.
5. How nuisance caused from the keeping of the animal, including noise and odour, which may negatively affect other members of the public, will be mitigated.