

Permission to Keep Pets Application Form

Before you complete this form

Use this form if you are asking for permission to keep a new pet, or if you already have a pet and need retrospective permission. Please complete all relevant sections. If you need help completing the form or require it in another format, contact HCHA.

Permission is not automatic. HCHA will consider the type of property, the animal, the number of pets already kept, any shared or communal areas, and any relevant tenancy concerns. We may contact you if further information is needed.

1. About your application

Please tick one option: ☐ I am applying before getting a pet ☐ I already have the pet and am requesting retrospective permission ☐ I am a prospective tenant who has been offered a property

Full name	
Address, including postcode	
Telephone number	
Email address	
Preferred contact method	☐ Telephone ☐ Email ☐ Letter

2. About your home

Property type	☐ House ☐ Bungalow ☐ Flat ☐ Other: _____
Floor, if a flat	
Garden access	☐ Private ☐ Communal ☐ No garden
Is there a shared entrance or communal area?	☐ Yes ☐ No
Do you already keep any pets at the property?	☐ Yes ☐ No

3. Pet details

Complete one section for each cat or dog. Please be aware, we will not grant permission for more than two cats or dogs. For other animals, complete the separate table below.

Pet 1

Type of animal		Pet name	
Breed or description		Colour or markings	
Age		Sex	☐ Male ☐ Female ☐ Unknown
Microchip number, if applicable		Neutered, if applicable	☐ Yes ☐ No ☐ Unknown
Vet or PDSA registered	☐ Yes ☐ No		

Photograph attached: ☐ Yes ☐ No Vaccination details attached, if available: ☐ Yes ☐ No

Pet 2

Type of animal		Pet name	
Breed or description		Colour or markings	
Age		Sex	☐ Male ☐ Female ☐ Unknown
Microchip number, if applicable		Neutered, if applicable	☐ Yes ☐ No ☐ Unknown
Vet or PDSA registered	☐ Yes ☐ No		

Photograph attached: ☐ Yes ☐ No Vaccination details attached, if available: ☐ Yes ☐ No

Other animals

Type of animal	Breed or description	Number of animals	Where and how the animal will be kept

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Supporting information

Is the animal an assistance animal or connected to a disability-related need?	☐ Yes ☐ No ☐ Not applicable
Details:	

You do not need to provide detailed medical information on this form. HCHA may contact you privately if further information is needed to consider reasonable adjustments.

4. Care and responsible ownership

Please answer the questions below. Where you answer “No”, use the details box to explain what arrangements you intend to put in place.

Will the pet be kept under proper control and supervised appropriately?	☐ Yes ☐ No ☐ Not applicable
Details:	
Will you prevent the pet from causing noise, nuisance, fouling, damage or distress to neighbours and visitors?	☐ Yes ☐ No ☐ Not applicable
Details:	
Will you clean up after the pet and dispose of waste responsibly?	☐ Yes ☐ No ☐ Not applicable
Details:	

Will you ensure the pet does not obstruct or damage shared entrances, gardens or communal areas?	☐ Yes ☐ No ☐ Not applicable
Details:	
Do you have arrangements for the pet if you are away, unwell or admitted to hospital?	☐ Yes ☐ No ☐ Not applicable
Details:	

Emergency or temporary carer

Name of person or organisation	
Relationship to you, if applicable	
Telephone number	
Address or other contact details	
Have there been any previous complaints or enforcement action relating to this pet?	☐ Yes ☐ No ☐ Not applicable
Details	
Does the pet require any licence, registration or specialist accommodation?	☐ Yes ☐ No ☐ Not applicable
Details	

Anything else you want us to consider

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5. Tenant declaration

What happens next

Please return the completed form to HCHA by email or post. We aim to respond within 10 working days. If we need more information, we will explain what is required. Permission is only granted when you receive written confirmation from HCHA.

Please read each statement carefully and tick each box to confirm your agreement.

- ☐ I confirm that the information in this application is accurate to the best of my knowledge.
- ☐ I accept full responsibility for the care, welfare, supervision and behaviour of the pet or pets.
- ☐ I will ensure that the pet does not cause nuisance, excessive noise, fouling, damage, fear or distress to neighbours, visitors, staff or contractors.
- ☐ I will keep the property, any garden, and any shared or communal areas clean and free from pet waste.
- ☐ I will pay for any damage caused by the pet where I am responsible under my tenancy agreement.
- ☐ I will comply with my tenancy agreement, HCHA's Pets Policy, and any reasonable conditions attached to permission.
- ☐ I will not use the property for breeding or selling animals.
- ☐ I understand that permission may be reviewed or withdrawn if conditions are not followed, the pet causes nuisance or harm, or information supplied is materially inaccurate.
- ☐ I understand that applying does not mean permission has been granted. I will wait for written confirmation before obtaining a new pet.

Tenant or applicant signature	
Print name	
Date	

6. How to return this form

Email	info@hcha.co.uk
Post	Hull Churches Housing Association Limited Studio 701, 17 Princess Street, Hull, HU2 8BJ

HCHA will use the information provided to assess and manage your request and to administer your tenancy. Please contact us if you need information about how your personal data is handled.

For HCHA use only

This section should be completed by the officer assessing the application.

Date application received	
Officer	
Tenancy checks completed	☐ Yes ☐ No ☐ Not applicable
Property suitability considered	☐ Yes ☐ No
Communal or scheme restrictions checked	☐ Yes ☐ No ☐ Not applicable
Previous pet or tenancy concerns checked	☐ Yes ☐ No
Further information requested	☐ Yes ☐ No
Date further information received	

Assessment notes

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Decision

Outcome	☐ Approved ☐ Approved with conditions ☐ Refused
Conditions or reasons	
Decision made by	
Decision date	
Written decision issued	☐ Yes Date: _____
Review or follow-up date, if applicable	