INFORMATION FOR NAIROBI CITY COUNTY RESIDENTS

STEP-BY-STEP PROCEDURE FOR ACQUIRING A LICENCE TO KEEP A DOG IN NAIROBI CITY COUNTY AS PROVIDED IN NAIROBI CITY COUNTY DOG CONTROL AND WELFARE ACT, NO. 10 OF 2016

1. A person desiring to keep a dog or to renew a licence for a dog shall download Form 1 (attached) and complete Part 1 of the Form.

2. The Applicant shall present the completed Form 1 to the Subcounty Veterinary Officer in charge of the area of his residence.

3. The Subcounty Veterinary Officer shall visit the dwelling of the Applicant to ascertain whether the requirements for keeping a dog are met, namely: effective perimeter fencing of the dwelling or other effective control of the dog, rabies immunization status, good management of noise from barking, yelping and howling of the dog (for densely populated areas) and good management of faeces and other waste from the dog.

4. The inspection by the Subcounty Veterinary Officer is free of charge.

5. Upon the inspection, the Subcounty Veterinary Officer shall complete Part 2 of Form 1 and also compile an inspection report using Form 2 (attached). The inspector may recommend that the Applicant be issued with a licence or may recommend that the Applicant be denied a licence, depending on findings of the inspection.

6. A copy of the completed Form 1 and Form 2 shall be left with the Applicant while the originals shall be presented by the inspector to the licensing officer at the County Directorate of Veterinary Services offices in 14th Floor of Nyayo House.

7. The licensing officer will ascertain whether issuing of a licence to the Applicant has been recommended by the Subcounty Veterinary Officer and whether all the entries in Form 1 and Form 2 have been properly made to comply with the law and the dog register requirements. The licensing officer may require that more information be provided by the inspector to fill any gaps in these forms.

8. The licensing officer shall advise the qualifying Applicant to pay for the licence at the Revenue Office in City Hall. The licence fee per dog is Ksh 2,000.

9. The qualifying Applicant shall present the receipt of the payment of licensing fees to the licensing officer who shall then issue the person with a licence to keep a dog.

10. The licence so issued is valid upto 31st December of the year it is issued but may be revoked by the licensing officer if the requirements in paragraph 3 above are no longer met by the dog owner.

Notes:

a. A person shall not keep a dog in Nairobi City County if the person has no current licence to keep the dog or has applied for the licence but the application has been rejected after inspection of the dwellings.

b. Government-owned dogs and dogs kept at premises of diplomatic missions in Nairobi City County are exempted from licensing provisions of the Act.

c. Dog tags will be issued to licensed dog owners in the near future once they are ready.

For any clarifications, call Dr Caren Ndeta, the Licensing Officer, on 0727250030 during office hours.

Form 1 APPLICATION FOR DOG LICENSE OR TRANSFER OF LICENSE

PART 1

1. Full Name (*in block letters*).....

2. Postal Address .....Telephone. No……...

3. Physical address of dwelling place where the dog would be kept including the Ward, plot number, house number and street name:

.....

4. *I hereby make application to keep a dog at the premises described in 3 above.

*I hereby make application for renewal of my licence to keep a dog.

*I hereby apply for transfer of license.
**Delete whichever is inapplicable.*

5. I declare that I am able to control the dog so that it will not be harmful or injurious to human health and welfare or cause harm to any other animal.

6. (*For dog aged six months and above*) I attach a certified true copy of a valid rabies vaccination certificate for the dog.

***Signature of Applicant*.....**

PART II

(*To be completed by an authorized officer*)

I, ...Kenya Veterinary Board Reg. No……., an authorized officer under the Nairobi City County Dog Control and Welfare Act, certify that I have on..... 20 …... inspected the dwelling place described in 3 above and I am satisfied that a dog can be kept on the said premises without infringing on its welfare and without being harmful or causing injury or annoyance to any person or harm to another animals and attach herewith the inspection report. I do not recommend a license to be issued / I do recommend that a licence be issued *(delete whichever is inapplicable)* to……..to keep a dog which has the following identity on the above described dwelling place *: name……..….Identity Number (if available)……. breed…….….. colour(s)…….……age……..sex…….….
**attach other statement of identity of other dogs if the application is for more than one dog*

***Date*.....** ***Signature of Authorized Officer*.....**

Form 2 REPORT OF INSPECTION OF DWELLING PLACE OF AN APPLICANT FOR DOG LICENSE OR TRASFER OF LICENSE

1.0 Date of Inspection……..

2.0 Name of Authorized Officer(s)……..

3.0 Names of Respondent(s) during inspection……

4.0 Findings of Inspection

4.1 Description of perimeter fence on the dwelling place……
……
……

5.2 Is the perimeter fence dog-proof? Yes/No

5.3 Describe the proposed disposal system for dog faeces and other waste that may emanate from dog keeping……
……
……

5.4 Is the dwelling place situated in a flat or densely populated area? Yes/No

If Yes, how does the applicant propose to prevent nuisance from barking, yelping, howling and whining of the dog(s)?.....
……..
……..

5.0 Conclusions from Inspection…….

6.0 Recommendations by Authorized Officer

6.1 Recommendations to Applicant for Dog License or transfer of licence……
……

6.2 Recommendations to licensing officer……..

Respondents signature…….date……

Authorized officer's signature……..date……..