

Pet Ownership

Policy

BCS respects the rights of all clients to live in a safe and peaceful Retirement Village community. BCS recognises that some clients have an attachment to their pets, and new clients may be permitted to bring an existing pet into a BCS Retirement Village subject to the following procedure.

Procedure

- A "Pet Approval Form" is to be completed and forwarded to the Village Manager prior to the pet being permitted to reside in the Village (large dogs are not permitted).
- In order to ensure the ongoing care needs of the pet are met, a "carer" will need to be nominated should the client no longer be able to care for the pet. An "Authority to Take Possession of Pet" form is to be completed and signed by the client, the nominated per carer and a witness.
- The pet is not allowed to run freely without its owner throughout the village common areas and will be kept on a lead at all times.
- Excessive noise from the pet which disturbs the peace and quiet of other residents and results in a verbal or written complaint will be brought to the attention of the pet's owner in the following manner:
 - First verbal complaint – the Village Manager asks the complainant if they have approached the pet's owner to discuss the issue. If not, the Village Manager encourages the complainant to take this action.
 - Second verbal complaint – the Village Manager will discuss the complaint with the pet's owner seeking corrective action.
 - First written complaint – the Village Manager will write to the pet's owner seeking corrective action.
 - Second written complaint – the Village Manager will write to the pet's owner offering corrective action.
 - Final Warning - the Village manager will refer the issue to the Village Residents' Committee seeking an action plan.
- Pets will not be permitted to use the common grounds for toileting. Any excrement is to be picked up by the pet's owner and disposed of in an appropriate manner.
- Any aggressive act by a client's pet is unacceptable and will result in the actions detailed above for Final Warning.
- Cats are not to be allowed to roam free at night time.
- Pets are not to be taken to Village gatherings or functions unless prior authorisation in writing is sought.
- When a pet dies it cannot be replaced by another pet.

Forms

[Pet Approval Form](#)

[Authority to Take Possession of Pet](#)

Owner	Status	Risk Rating	Last Reviewed	Document Control No	Page
Care Support Manager	Final 29/04/2011	Low	29/04/2011	BCS-00023	1 of 1