

## HOW TO OBTAIN A REGISTRATION or A PERMIT FOR THE KEEPING OF ANIMALS

All keeping of animals requires a **permit** or **registration** as found in the Board of Health regulation and all must comply with the requirements of the regulation.

- 1) Read the Tewksbury Health Departments ***RULES AND REGULATIONS FOR THE KEEPING OF ANIMALS***.
- 2) Determine whether you need a **Registration** application or a **Permit** Application;
  - a. The proposed keeping of up to twelve (12) hens or two to four (4) rabbits shall require a **registration** application. Note: The department policy for registrations for properties that currently have no hens or rabbits, shall be the following; no more than 6 (six) hens shall be approved the first year of the registration.
  - b. All others require a **permit** application.
- 3) Fill out the first page of the registration or permit application at minimum, sign the second page and submit to the Health Department.
- 4) The Tewksbury Health Department will contact you to schedule an appointment to check the property where the animals are to be kept, for minimum requirements.
- 5) At that visit the site will be evaluated for the suitability of the animals requested. Considerations will be given to determine; the best possible siting of the animals requested on the form; the type of enclosures or pens, the location of the animals on the lot, its proximity to other properties, whether fences are appropriate, etc. and its potential to be successful.
- 6) After the site visit, the applicant shall receive a decision and recommendations from the Inspector. If deemed approvable, the applicant shall submit all plans, paperwork, fee and applications. (There is a \$0 fee for registrations and no annual renewal. If denied, applicant may request a hearing before the board.)
  - a. If you are applying for a **registration** to keep up to 12 hens or 2 -4 rabbits, and are approved, the Health Department will notify the direct abutters of the approval.
  - b. If you are applying for a Keeping of Animals **permit**, the Health Department personnel will supply you with public hearing process; including obtaining abutters list, sending first class notifications and placing the notice within the local newspaper.
- 7) The permit applicant shall appear at the BOH hearing to determine if you have met the standards as required.

**\*\*Please note:** If complaints or violations are later alleged about the three principal sources of public health as stated by the Board of Health (manure, feed, and pest management), about the operation of a registration, the hens and rabbits owner shall be required to appear before the Board of Health and the hens and rabbits may be required to be removed from the property.

If you have any questions please call the Tewksbury Health Department at 978 640-4470