

BACKYARD HEN KEEPING

Pilot Program Licence Application



Please complete this form and attach all supporting documents to make a complete application package. To submit the application package to the City of Leduc Environmental Inspector applicants may email their application to ecosmart@leduc.ca or drop it off at the City of Leduc Operations Building, 4300 56 Avenue, Leduc. All submitted materials must be clear, legible and precise.

City approval of this application will grant the applicant a licence to keep hens for the duration of the two-year Backyard Hen Keeping Pilot Program. The licence will expire at the end of the program. At this time the continuation of the program will be reviewed based on the results of the pilot program. If the program is continued, successful participants will be prioritized for licence renewal, subject to approval by the Environmental Inspector.

Failure to maintain and abide by all requirements of the Animal Licencing and Control Bylaw (1019-2019), the Backyard Hen Keeping Guidelines and/or applicable Provincial regulations will lead to a licence being revoked, and the hens must be removed from the property at the applicant's expense within 14 days of notification. The City has the authority to cancel the pilot program with 14 days' written notice within which the hens must also be removed from the property at the applicant's expense.

Keeping hens without a licence will result in a charge under the Animal Control and Licencing Bylaw (Bylaw 1019-2019).

APPLICANT INFORMATION

Full Name (Printed):

Email Address:

Phone Number:

Postal Code:

- I currently reside at the property I am the registered owner of the property I am 18 years of age or older.
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SITE INFORMATION

Address:

Description of hen enclosure location, number of hens, and details on how enclosure will be heated in winter months:

Hen enclosure areas (sq m; coop and run):

- Attach Site Sketch complete with the hen enclosure location relative to adjacent properties and residential buildings, coop and run floor areas, and associated setback distances. Acceptable site sketches may be produced using an existing real property report, an aerial photo from Google Earth, or a scaled drawing (see example site sketch).

Compliance with Backyard Hen Keeping Guidelines

- Will the hen enclosure be located in a fenced rear yard? YES NO
- Will the hen enclosure be located a minimum of 1.2 m from all adjacent property lines? YES NO
- Will the hen enclosure be located a minimum of 3 m from windows and doors of the residential structure on the property and any neighbouring residence? YES NO
- Will the hen enclosure be located a minimum of 1.5 m from the residential structure on the property? YES NO

Note: Responding with "No" to any of the questions above will lead to the application being rejected.

TERMS AND CONDITIONS

Applicant must ensure they have met all of the licencing requirements and submitted all required documentation. Check all that apply.

- I have registered for a Premises Identification Number and my number is:
- I have completed and attached a task checklist to support my hen keeping activities and will stay compliant with the Backyard Hen Keeping Guidelines and the Animal and Licensing and Control Bylaw (1019-2019).
- I have a plan for how to manage organic waste from my hens that will not result in odor issues or an unsightly premises as per the City of Leduc Community Standards Bylaw (995-2018).
- I agree to immediately notify the Environmental Inspector, and the Province as required, of any disease or welfare issues that arise and to take all necessary steps to rectify the situation.

The nearest qualified veterinarian(s) to my residence that accept hens are (include name, phone number and address for each):

- I have taken an urban hen keeping training course or have registered for a session.

Session Location and Organization:

Session Date:

Session Instructor and Organization:

- I have made contact with a local hen keeping association/community for mentorship or I am in the process of establishing a relationship with a mentor.

Mentor or Association/Community name:

Mentor phone number:

Mentor email address:

Mentor experience:

- I have notified my neighbor(s) whose properties are immediately adjacent to my rear yard, including those across the back lane (where applicable) that I intend to apply for a backyard hen keeping licence and that this requires building hen keeping structures on my property. Below are the names, addresses, and contact details of the neighbours I have notified:

- I have read and understood the Backyard Hen Keeping Guidelines and the Animal Licensing and Control Bylaw (Bylaw 1019-2019).
- I acknowledge that the backyard hen keeping on the property may require periodic inspections by the City of Leduc.
- I understand that after receiving my licence, that failure to maintain and abide by all requirements outlined in the Backyard Hen Keeping Guidelines, the Animal Licensing and Control Bylaw (Bylaw 1019-2019) and all applicable Provincial regulations, will result in my licence being revoked, and all hens must be removed from the premises within 14 days at my own expense.
- I understand that the City has the authority to cancel the pilot program with 14 days' notice and all hens must be removed from the property within 14 days at my own expense.
- I understand that the licence issued through this application process is valid for the applicant and the property only as described above in sections **Applicant Information** and **Site Information**. Any change in the information as described above (e.g. applicant moves to a different address, applicant moves coop location within existing yard) will render the issued licence void.
- I understand that I am applying for a licence under the two-year pilot program only. The licence will expire at the end of the program. At this time licence renewal and the continuation of the program will be reviewed based on the results of the pilot program.

Signature:

Note: This personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) for the purpose of issuing Backyard Hen Keeping Pilot Program licences within the City of Leduc. Information collected will also be used for operating, monitoring and ongoing improvement of the Backyard Hen Keeping Pilot Program, and where licensed hen keepers choose to continue their engagement with the full program in the future. It will also be used for bylaw enforcement purposes, within internal city departments, and shared with outside organizations for the purpose of managing backyard hen keeping operations within the City of Leduc. If you have any questions about this collection, contact the Eco-Smart Hotline at 780-980-7107. If you wish to provide feedback on the application, please send your comments to ecosmart@leduc.ca.