



Sovereign Base Areas Administration and British Forces Cyprus

Policy Statement

Domestic Pets

The Sovereign Base Areas Administration's primary function is to discharge its responsibilities for the governance of the Sovereign Base Areas and maintain use of the Areas for military purposes, including the provision of areas for training.

The Administration has always welcomed responsible pet owners and it appreciates the valuable role that pets play in many people's lives. It recognises that many families like to keep pets for comfort and protection. However, the wishes of pet owners have to be balanced against the sensitivities of other residents and the availability of facilities.

In 2006, the Administration undertook the decision to mirror the Republic of Cyprus' legislation with regards to the control and management of dogs to ensure parity across the Island. This means on a practical level, that in relation to Crown land, the Chief Officer/Command Secretary (whose functions have been delegated to the relevant Housing Support Officer (HSO) is responsible for licensing of dogs. For all other locations, regarding the registration and breeding of dogs the Director of Veterinary Services of the Republic is responsible; for the licensing of gun dogs, the Head of the Game Service of the Republic; and for the licensing and other functions regarding dogs, the appropriate local community or municipal council.



Key Definitions

Administrator	- the SBAs are governed by the Administrator, who is equivalent to the Governor in other British overseas territories
Administration	- Sovereign Base Areas Administration
Areas	- Sovereign Base Areas
BFC	- British Forces Cyprus
Competent Authority	- with regards to Crown estate, the Chief Officer - for all other locations, regarding the registration and breeding the Director of Veterinary Services of the Republic; for the licensing of gun dogs, the Head of the Game Service of the Republic; for the licensing and other functions with regards to dogs, the appropriate local community or municipal council
Crown land	- land that is occupied, or to which access is controlled or restricted, by the Crown
Dog	- means a dog of any breed and gender which is at least 6 months old
Domestic Pet	- will be defined for purposes of the policy as domesticated cats and dogs
ESBA	- Eastern Sovereign Base Area (also known as Dhekelia Sovereign Base Area)
Ordinance	- Dog Ordinance 2006
Owner	- in relation to a domestic pet, includes any person by whom the pet is being kept
Pet Passport	- means a document issued by a veterinarian certifying that the animal to which the passport relates is in good health and able to withstand carriage to its destination and which is issued for the purpose of accompanying the carriage of that animal from one member state to another
RoC	- Republic of Cyprus
Stray Dog	- means a homeless dog or a dog which, being in a place which does not form part of premises occupied by its owner or by some other person having care of it, is not under the direct supervision of its owner or some other person having care of it
Tagging Certificate	- in relation to any cat or dog means the certificate relating to the animal which certifies that the animal has been tagged (micro chipped)
WSBA	- Western Sovereign Base Area (also known as Akrotiri Sovereign Base Area)



2nd March 2016

SOVEREIGN BASE AREAS ADMINISTRATION POLICY – DOMESTIC PETS WITHIN THE SOVEREIGN BASE AREAS

Introduction

1) This published policy defines the approved framework of the Administration for the effective management and control of domestic pets within the Crown estate of the Sovereign Base Areas. This policy supersedes previous policies concerning the management of domestic pets. It does not apply to the management of domestic pets (including dogs) outside the Crown land as that responsibility remains with the relevant department of the Republic of Cyprus.

Geographical Scope

2) This policy encompasses the Crown land of the Eastern Sovereign Base Area (ESBA) and Western Sovereign Base Area (WSBA).

Key Policy Interests

- 3) This policy will cover the following:
- i) **Cats** – the management of domesticated cats by the British Force Cyprus (BFC) community in so far as it applies to personnel residing in Service Families Accommodation¹.
 - ii) **Dogs** – the management of domesticated dogs and strays within the BFC community and the wider Crown land.

Specific Regulating Measures

- 4) The policy regulates or prohibits certain activities.
- a) **Licensing** – no individual shall own a pet in Crown land unless a licence has been obtained from the Housing Support Officer (HSO) in the forms shown at **Annex A and B** to this policy, unless in possession of a licence issued under the provision of the Republic of Cyprus legislation.
 - b) The owner or keeper of the pet will apply for licence within 14 days of obtaining or arriving within the Areas.
 - c) A licence will be issued on an application accompanied by:
 - i. a health certificate or booklet in relation to a pet passport;
 - ii. the registration certificate relating to the pet; and
 - ii. the pet tagging certificate² (micro-chip) relating to the pet.

¹ JSP 464 Tri-service Accommodation Regulation - Annex A to Chapter 2 – Licence to Occupy Service Family Accommodation dated 9 June 2014.

² The pet is to be tagged at the soonest opportunity to assist with identification, if under 6 months old, and these details are to be provided to the HSO within 14 days of the tagging.



d) The licence shall be valid for a period of one year commencing on the day that it is issued, and the owner shall apply for the renewal of such a licence no later than 15 days before it is due to expire.

e) The licence fee shall be payable to the HSO. While cat owners, dog breeders, shepherds and (in respect of their guide dogs) blind persons are exempt from having to pay a fee, there is still a requirement for the animal to be licensed.

f) **Licensing Fees –**

Pet	Amount	Remarks
Cat	No fees payable	
Dog	€20.50	
Dangerous Breed	€170.86	Neutered

g) The HSO shall maintain a register containing the following details:

- i. owner's name;
- ii. owner's address;
- iii. owner's contact telephone number;
- iv. owner's work address;
- v. pet ID number;
- v. pet tagging certificate number and pet description.

h) The HSO will issue the unique identity numbered tag³ which is to be displayed on the animal. These will be issued at a cost of €2. The register will be shared with the SBA Police on a monthly basis.

i) **Foster Animals** – the foster person is responsible for registering the foster animal with the HSO within 14 days.

i) **De-Registration of a Pet** - The holder of the pet licence shall complete **Annex F** declaring that the pet will or has been removed from the SBA's

j) **Transfer or Sale of Pets** – the holder of the pet licence shall cease to be accountable in respect of the pet where:

- i. the pet is sold or given to another person and the new owner register the necessary details with the competent authority for the licence and the competent authority endorses the licence accordingly;
- ii. provides the competent authority –
 - a. a declaration at **Annex C** declaring that the pet has died, or

³ If available.



- b. a death certificate relating to the pet and issued by a registered veterinarian
- iii. reports the loss of the dog to the competent authority and either –
 - a. 6 months have elapsed since doing so; or
 - b. within that period an investigation into the loss of the dog concludes that the pet had been stolen.

k) **Animal Wardens** – animal wardens have been appointed in Episkopi, RAF Akrotiri and Dhekelia Station as part of the HSO team to act as the Station’s Focal Point to ensure compliance with legislation and published policy. The warden will promote responsible attitudes to domestic pet ownership and dog ownership in particular, including ensuring that all dogs are chipped, wear a collar and have a pet passport and issued a unique pet ID tag. The warden will provide guidance, oversight and intervention in the management of household pets and the local management of noisy and nuisance dogs. The warden’s duties will also include coordination of appropriate station response in dealing with abandoned/stray dogs.

l) **Export** - The export of pets is the responsibility of individuals; advice on procedures can be obtained from the HSO.

Dogs Only

Inspection of Premises – the HSO has a right of entry into the Service Family Accommodation (SFA) for the purpose of inspection having given reasonable notice⁴. This may include inspection of the SFA or outside buildings where the dog housed in order to establish that the conditions are fit to house the dog, investigate complaints of the dog being a nuisance, to establish whether there is any danger to public health or safety or the welfare of people.

m) If the condition in which the dog is living contravenes the Protection and Welfare of Animals Ordinance 2001, a report shall be made to either the Chief Officer in order that the case may be investigated further.

n) A sign must be prominently displayed on the boundary of the property in which dogs are housed bearing the words ‘**Beware of the Dog**’. This sign must be pictorial and/or in a minimum of 2 languages – English and Greek.

o) **Rejection of Application** – the HSO may reject an application for a dog licence or the renewal of a licence or may revoke a licence for the following reasons:

- i. the dog appears, or the conditions in which is it living, make it dangerous to the public or to other animals; or
- ii. is causing a nuisance; or
- iii. belongs to one of the dangerous breeds outlined in the Dogs Ordinance; or
- iv. the applicant is under 16 years of age; or

⁴ JSP 464 Tri-service Accommodation Regulation – Chapter 6 Para 0606 – Right of Entry to SFA dated 9 June 2014.



- v. the applicant has been convicted of an offence contrary to the Protection and Welfare of Animals Ordinance 2001; or
 - v. does not have premises suitable for housing the dog in question; or
 - vi. has abandoned the dog; or
 - vii. has allowed the dog to escape from the applicant's control; or
 - vii. the dog has entered premises belonging to a person who has not consented either expressly or implied; or
 - viii. the dog has been allowed to roam or defecate in a public place or to cause a nuisance to the members of the public.
- p) In addition, the HSO, if satisfied that any of the circumstance described above have occurred, will order the owner to deliver the dog to an authorised organisation or individual capable or willing to care for the dog.
- q) If it has not been possible to house the dog within 30 days from delivery to the custody of the HSO, it will arrange for the dog to be destroyed in a manner consistent with the provisions of the Protection and Welfare of Animals Ordinance 2001.
- r) **Facilities** – the SBA Administration may designate and publicise places where, dogs may walk without having to be leashed. In all other areas, dogs are to be leashed. At this point in time, there are only two such designated dog walking areas within the Sovereign Base Areas; a dog walking beach in Dhekelia region - see **Annex D** for details and a dog walking park in RAF Akrotiri – see **Annex E** for details.
- s) **Strays** – if a stray dog is reported and captured by the SBA Police or the Animal Warden, the HSO will endeavour to trace the owner and notify of capture. The owner shall be liable for any costs related to the capture and keeping of the dog, and where necessary, its examination and treatment by a veterinarian.
- t) If the HSO is unable to trace the owner of a captured stray dog within 96 hours, the dog may be delivered to an organisation or individual capable or willing to care for the dog. If this is not possible, the dog may be destroyed in a manner consistent with the provisions of the Protection and Welfare of Animals Ordinance 2001.
- u) **Offence** – a person who contravenes any of the following is guilty of an offence and is liable on conviction to a penalty:
- i. owns a dog but does not have a dog licence for it or have it registered or tagged; or
 - ii. does any act with the intention of deceiving, or which is likely to deceive in relation to the registration or control of dogs under this Ordinance; or
 - iii. abandons any dog or does not take appropriate measures to prevent its escaping or straying; or



- iv. allows any dog which he owns or keeps to bark for such periods and so loudly as to cause annoyance to the public; or
- v. allows any dog which he owns or keeps to defecate in any public place without the person in charge of the dog collecting the excrement; or
- vi. to roam in a public street or any other public place, or in any other place belonging to a person who has not consented to the dog's entering onto his property; or
- vii. to injure another person in a public place; or
- viii. to annoy or harm any game or damage facilities provided at any place used for the protection of game.

v) **Penalties** – if an offence is committed, the HSO may choose to issue an Official Warning. The HSO will also be able to issue a Fixed Penalty Notice depending on the seriousness of the offence or whether or not the owner is a repeat offender, after which the offender has 30 days to pay the fine to the HSO to avoid being prosecuted.

w) The HSO may choose to file a charge with the Sovereign Base Areas Administration Court if an owner fails to pay the Fixed Penalty Notice or if nature of the offence does not warrant a Fixed Penalty Notice. The owner then could be liable to imprisonment not exceeding 12 months or to a fine not exceeding €1708 or to both such penalties. And on any further convictions, to imprisonment not exceeding 24 months or to a fine not exceeding €3416 or to both such penalties.

x) **Dangerous Breeds of Dogs** – it is an offence for a person to import, possess, breed, reproduce, sell or exchange any dog belonging to any dangerous breed having the characteristics of fighting dogs, or which is bred for the purpose of developing such characteristics and which belong to any of the following breeds:

- i. Pit bull terrier or American pit bull;
- ii. Japanese Tosa;
- iii. Dogo Argentino; or
- iv. Fila Brasileiro.

y) Any dog belonging to the dangerous breeds outlined above, which was kept in the Areas before 01 February 2005, must have been neutered and provide a certificate of a registered veterinarian provided to the competent authority to apply for a licence.

Review

5) The policy will be reviewed on a bi-annual basis but informal reviews may take place more regularly.

Date	31/10/2014	Version	1	Status	Review by 30/05/2015
Date	01/06/2015	Version	2	Status	Review by 30/09/2015
Date	02/03/2016	Version	3	Status	Review by 02/03/2017



Annex A to SBAA Policy – Domestic Pets dated 2nd March 2016
SOVEREIGN BASE AREAS ADMINISTRATION PET LICENCE

Licence Number:		Tag Number:	
Housing Support Office of:			
Full Name:		Microchip Number:	
		<input type="text"/>	
		Health Booklet/Certificate seen: Y/N	
		Registration Certificate seen: Y/N	
Full Address:			
Home:		Work:	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Home Tel:		<input type="text"/>	
Mobile Tel:		<input type="text"/>	
Work Ext/Tel:		<input type="text"/>	
In respect of the pet described below			
Name of pet:		<input type="text"/>	
Breed:		<input type="text"/>	
Sex:		<input type="text"/>	
Colour:		<input type="text"/>	
Special Characteristics/Markings (if any):			
<input type="text"/>			
Category of pet (dog,cat, sheepdog, gun dog, guard dog, etc):			
<input type="text"/>			
This licence shall be valid from 1 year from the date is issued:			
Issue on:		Expires on:	
<input type="text"/>		<input type="text"/>	
Declaration: I confirm that I have read and understood the SBAA Domestic Pet Policy and the British Forces Dog/Cat Owners Code of Conduct. If at anytime I fail to comply with the rules and regulations in place I will be liable for a fine and/or my permission to keep a dog/cat(s) in my SFA removed.			
Signed:		Date:	
<input type="text"/>		<input type="text"/>	



**BRITISH FORCES
DOG/CAT OWNERS
CODE OF CONDUCT**

As a responsible dog/cat owner I agree to abide by the Dog/Cat owners Code of Conduct, namely:

- I agree to register my dog/cat(s) with the CSO Dept Episkopi.
- I agree to keep my dog(s) on a leash whilst outside the confines of my SFA and not let it roam unattended outside my SFA.
- I agree to fully comply with the SBAA Dog Ordinances and the laws in general, relating to dog control in the Republic of Cyprus.
- I agree to use the dog bins provided to dispose of dog faeces.
- I agree to ensure that my dog(s) does not bark incessantly, so as to cause a nuisance to neighbours.
- I agree to ensure that my dog/cat(s) receives all compulsory inoculations from a qualified vet.
- I agree that my dog/cat shall be micro-chipped.
- I will ensure that my dog/cat will wear a collar and registration disc at all times.
- I agree not to allow children under 15 yrs to walk dogs without an adult present.
- I agree to de-register my dog/cat on leaving Cyprus with the CSO Department.
- I agree to ensure that adequate provision is made for my dog/cat(s) should I go away for the weekend or away on leave and also at the time of posting.
- I agree to ensure that any faeces deposited in my garden by my dog/cat(s) are removed as soon as possible, so as not to cause a Health Hazard to children or an offensive smell to neighbours.
- I agree to keep no more than 2 x pets in my SFA. Please refer back to your acknowledgment letter.
- I agree to ensure that my garden fence is secure so as not to allow my dog(s) to escape.
- I realise that failure to comply with this code of conduct may result in permission to keep a dog(s) in a SFA being rescinded.

Rank / Title: **Full Name:**

Service No.: **Unit:**

Address:

.....

Signature:

Date:/..../.....

**BRITISH FORCES EPISKOPI
DOG/CAT OWNERS
CODE OF CONDUCT**

As a responsible dog/cat owner I agree to abide by the Dog/Cat owners Code of Conduct, namely:



- I agree to register my dog/cat(s) with the CSO Dept Episkopi.
- I agree to keep my dog(s) on a leash whilst outside the confines of my SFA and not let it roam unattended outside my SFA.

I agree to fully comply with the SBAA Dog Ordinances and the laws in general, relating to dog control in the Republic of Cyprus.

- I agree to use the dog bins provided to dispose of dog faeces.
- I agree to ensure that my dog(s) does not bark incessantly, so as to cause a nuisance to neighbours.
- I agree to ensure that my dog/cat(s) receives all compulsory inoculations from a qualified vet.
- I agree that my dog/cat shall be micro-chipped.
- I will ensure that my dog/cat will wear a collar and registration disc at all times.
- I agree not to allow children under 15 yrs to walk dogs without an adult present.
- I agree to de-register my dog/cat on leaving Cyprus with the CSO Department.
- I agree to ensure that adequate provision is made for my dog/cat(s) should I go away for the weekend or away on leave and also at the time of posting.
- I agree to ensure that any faeces deposited in my garden by my dog/cat(s) are removed as soon as possible, so as not to cause a Health Hazard to children or an offensive smell to neighbours.
- I agree to keep no more than 2 x pets in my SFA. Please refer back to your acknowledgment letter.
- I agree to ensure that my garden fence is secure so as not to allow my dog(s) to escape.
- I realise that failure to comply with this code of conduct may result in permission to keep a dog(s) in a SFA being rescinded.

Rank / Title: **Full Name:**

Service No.: **Unit:**

Address:

.....

Signature:

Date:/...../.....

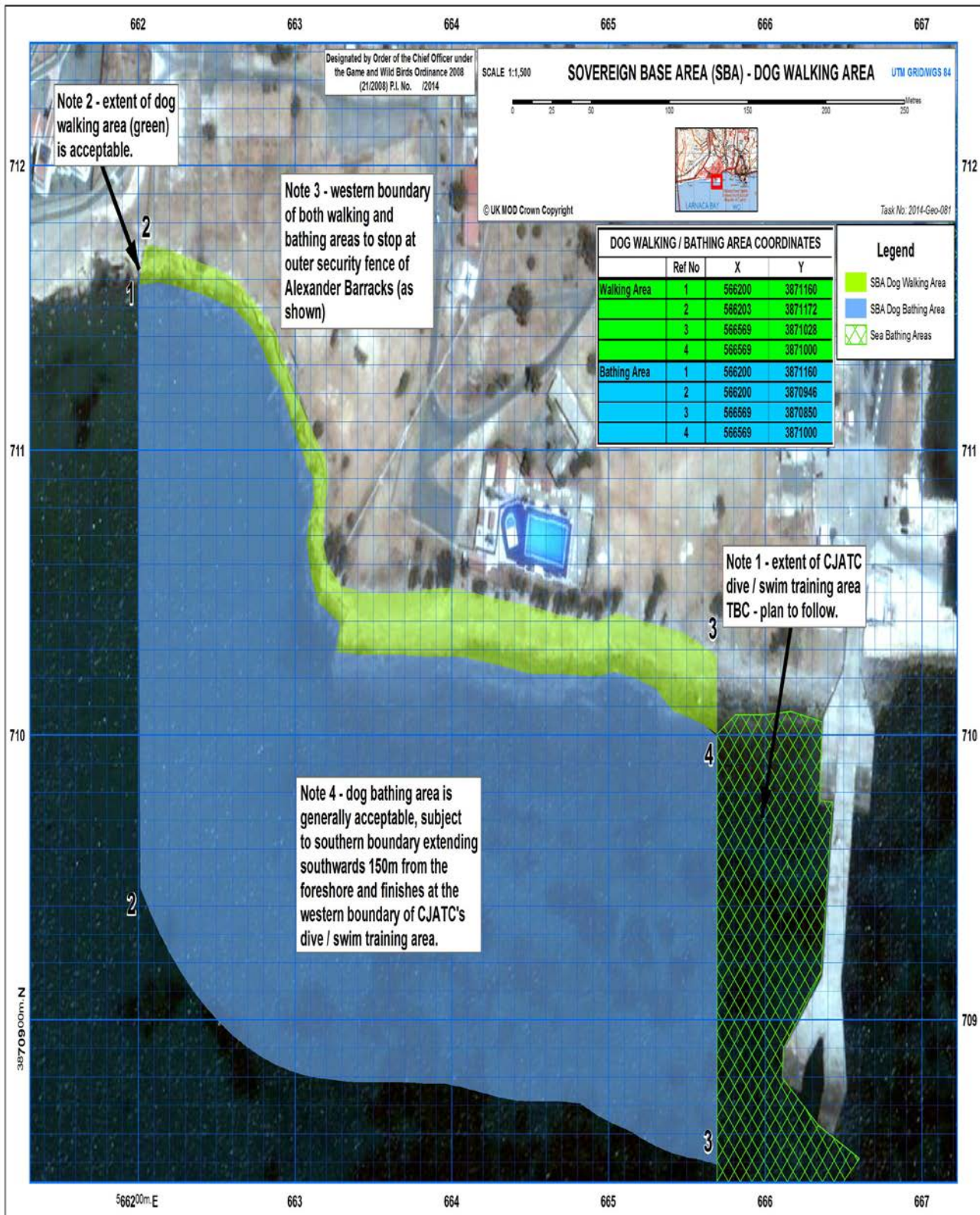


SOVEREIGN BASE AREAS ADMINISTRATION DECLARATION OF DEATH OF PET

I, the undersigned:	
Full Name:	Identity Card Number:
Address:	
In respect of the pet described below : Name of pet: Breed: Sex: Colour:	
Dog Licence Number:	
Solemnly declare that my pet to which the licence mentioned above relates died on (date) at (place) .	
Date:	
Signature of Owner:	

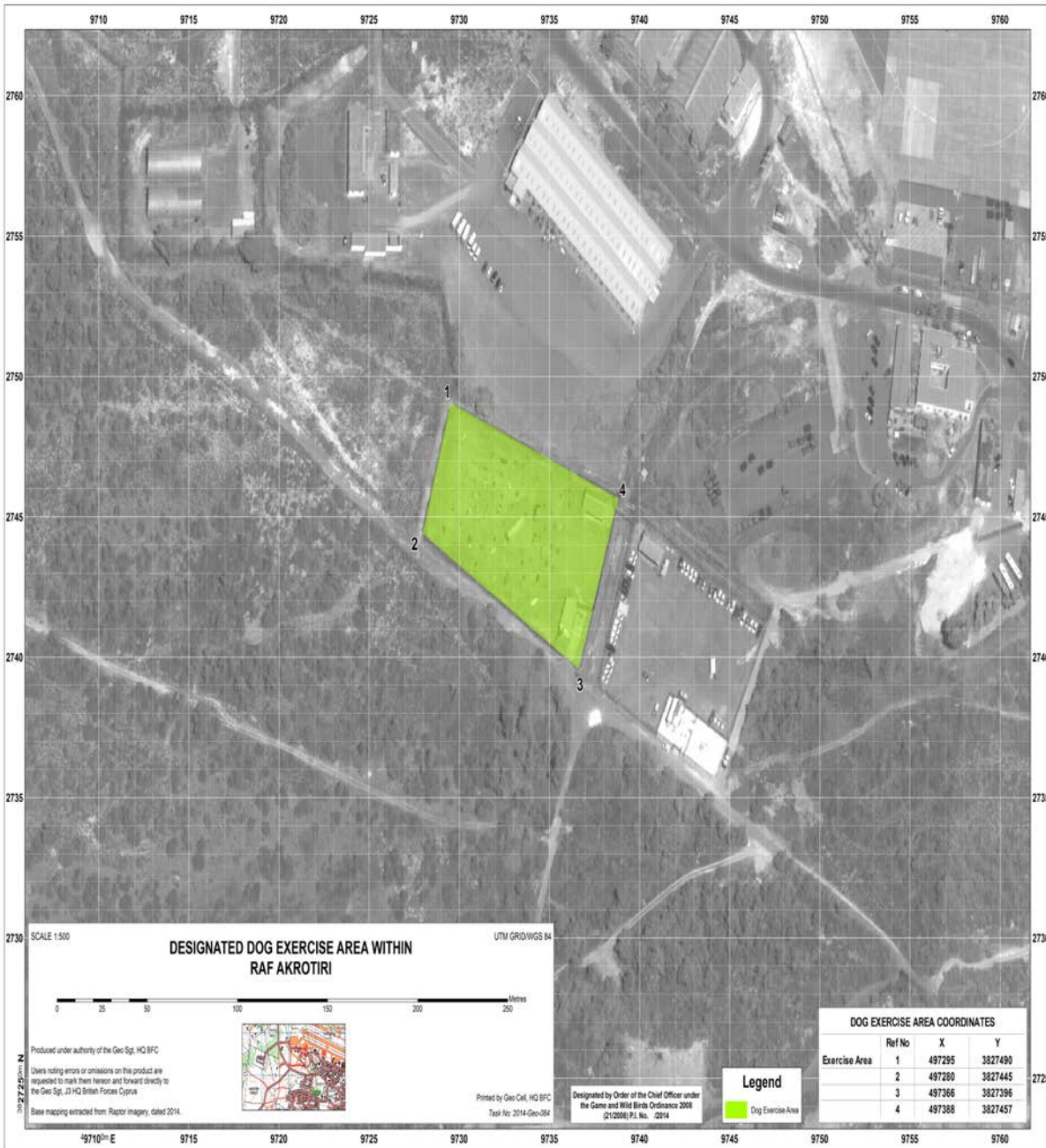


DHEKELIA DOG WALKING / BATHING AREA





RAF AKROTIRI DOG WALKING PARK





SOVEREIGN BASE AREAS ADMINISTRATION DE-REGISTRATION OF A PET

Licence Number:		Tag Number:	
Housing Support Office of:			
Full Name:		Microchip Number:	
		<input type="text"/>	
Full Address:			
Home:		Work:	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Home Tel:		<input type="text"/>	
Mobile Tel:		<input type="text"/>	
Work Ext/Tel:		<input type="text"/>	
In respect of the pet described below			
Name of pet:		<input type="text"/>	
Breed:		<input type="text"/>	
Sex:		<input type="text"/>	
Colour:		<input type="text"/>	
Category of pet (dog,cat, sheepdog, gun dog, guard dog, etc):			
<input type="text"/>			
When the pet will leaving my SFA:			
Boarding Dates (if applicable):			
Boarding Location (if applicable):			
Date of Flight:			
<input type="text"/>			
Signed:		Date:	
<input type="text"/>		<input type="text"/>	