



Instructions

Please complete all sections of this form. Incomplete applications will not be processed and will be refused. The completed form and all required supporting documents must be submitted as a single package. For assistance, please refer to the "Guidance for Applicants" document attached to this form or contact Enforcement Services.

Submission Information

Email the complete application package to: es_contact@gppolice.com.

Section 1: Applicant and Property Information

Proposed Location:
(Municipal Address)

Type of Dwelling:

- ☐ Single-Family Detached ☐ Duplex / Semi-Attached ☐ Townhouse
☐ Condominium ☐ Apartment ☐ Mobile Home
☐ Other:

Applicant Name:

Mailing Address:

Email:

Phone Number:

Are you a member of a specific Animal association/society? If yes, please describe which one(s):

☐ Check here if you are the registered owner of the property.

Property Owner Information: (Required if applicant is NOT the property owner)

Owner Name:

Owner Email:

Owner Phone:

By signing below, the registered owner hereby consents to, and does not object to, this Application, the livestock and related activities described in this Application, and the City issuing, at the City's discretion, a livestock exemption permit to the Applicant.

Owner Signature:

Date:



Section 2: Animal Information

Please list all animals to be included in this exemption permit.

Animal Species	Breed (if applicable)	Number	Age	Sex

For Urban Hen Applicants:

☐ I declare that no roosters are included in this application. I understand that keeping roosters is prohibited.

For All Applicants:

Are any animals, products (e.g., eggs, honey, manure), or services (e.g., pollination) intended for sale, trade or barter?

☐ No ☐ Yes. If yes, please describe the nature and scale of the commercial activity:

Section 3: Housing, Site and Biosecurity Plan

A. Site Plan (Plot Plan) - MANDATORY ATTACHMENT

You must attach a clear, to-scale site plan of the property.

☐ I have attached a site plan that clearly shows all of the following:

☐ The location of all property lines.

☐ The location and footprint of all buildings on the property (house, garage, sheds, etc.).

☐ The location of all fences.

☐ The proposed location and dimensions (length and width) of the animal shelter/coop/run/hive(s).



Section 3: Housing, Site and Biosecurity Plan (Continued)

- ☐ The measured distance from the proposed shelter/coop/run/hive(s) to all property lines.
- ☐ The measured distance from the proposed shelter/coop/run/hive(s) to all dwellings (on your property and adjacent properties).

B. Enclosure and Housing Details

1. Describe the materials and construction of the primary enclosure (coop/shelter):

2. Will the enclosure be serviced by electricity? ☐ No ☐ Yes

If you answered "Yes," you must read and acknowledge the following requirements:

- ☐ I understand and acknowledge that in accordance with the Alberta Fire Code and the Canadian Electrical Code, all electrical installations in an animal enclosure (e.g., for lighting, heating, or heated waterers) **must** be completed using permanent, hardwired methods.
- ☐ I understand that the use of extension cords or flexible cords as a substitute for permanent wiring is **strictly prohibited** for this purpose and is a violation of safety codes.
- ☐ I understand that a separate **Electrical Permit** is required for any new electrical installation. It is my sole responsibility to obtain all necessary permits and to ensure all work is performed and inspected by a City-certified electrical inspector prior to use.

3. What are the dimensions of the primary enclosure? _____ ft/m (L) x _____ ft/m (W) =
_____ sq. ft/m²

4. What are the dimensions of the attached outdoor run? _____ ft/m (L) x _____ ft/m (W) =
(if applicable) _____ sq. ft/m²

5. Describe the features for weather protection (insulation, heating), ventilation and lighting:



Section 3: Housing, Site and Biosecurity Plan (Continued)

C. Predator-Proofing Plan

Describe your specific measures to protect your animals from common predators (e.g., coyotes, raccoons, weasels, hawks).

1. What material will be used to cover all openings (windows, vents, run walls)? (Note: 1/2" hardware cloth is the standard; chicken wire is not predator-proof).

2. How will the enclosure be secured against digging predators? (e.g., solid floor, buried hardware cloth apron).

3. What type of secure, lockable latches will be used on all doors and access points?

4. Describe the overhead protection for the outdoor run (e.g., solid roof, hardware cloth mesh).

D. Biosecurity and Health Plan

1. Describe your plan to quarantine any new or returning animals for a minimum of 30 days before introducing them to your flock/colony.

2. Describe your schedule and methods for cleaning and disinfecting the enclosure, feeders and waterers.

3. Describe your plan for the sanitary disposal of any deceased animals.

4. Provide the contact information for the veterinarian or clinic you will use for animal care.

Veterinarian/Clinic Name:

Phone:



Section 4: Nuisance Mitigation and Community Impact Plan

A. Waste Management Plan

1. How often will manure and used bedding be removed from the enclosure?

2. Describe how waste will be stored prior to disposal (must be in a sealed, rodent-proof container).

3. Describe the final method of disposal (e.g., municipal black cart, on-site composting). If composting, describe your multi-bin system and management plan.

B. Feed Storage Plan

Describe how all animal feed will be stored to prevent access by rodents and other pests (must be in a sealed, rodent-proof container).

C. Bee Flight Path Management Plan (For Urban Beekeeping Applicants Only)

To prevent bees from becoming a nuisance to neighbours, you must manage their flight path.

1. Describe how you will use barriers (e.g., a 6-foot fence, hedge, or screen) or elevation to direct the bees' flight path up and away from neighbouring properties, sidewalks and yards. Please also indicate this on your site plan.

2. Describe the on-site water source you will provide for your bees to prevent them from seeking water at neighbouring pools or ponds.



Section 5: Program-Specific Requirements & Checklist

Please complete all sections that apply to your application and attach all required documents.

1. Landowner Consent (Mandatory for all Renters/Tenants)

- ☐ I have attached a signed Letter of Consent from the registered property owner or authorized property management company.

2. Urban Hen Program Requirements

- ☐ I have attached my Certificate of Completion for an approved Urban Hen Keeping course.
- ☐ I have read and understood the City's Urban Hen Guidelines and Procedures.

Provincial Premises ID (PID) Number:

(Attach proof of registration)

3. Urban Beekeeping Program Requirements

- ☐ I have attached my Certificate of Completion for a certified beekeeping course.
- ☐ I have attached proof of secured support from an approved mentor (if applicable).
- ☐ I have read and understood the City's Urban Beekeeping Guidelines and Procedures.

Provincial Apiculturist Registration Number:

(Attach proof of registration)

Provincial Premises ID (PID) Number:

(Attach proof of registration)

Section 6: Applicant Declarations, Consents and Agreements

By signing and submitting this application, I declare, consent, and agree to all of the following terms and conditions:

- Accuracy of Information:** I declare that all information provided in this application and its attachments is true, accurate, and complete to the best of my knowledge. I understand that any false, misleading, or incomplete statements may result in the refusal or revocation of this permit and may be subject to penalties under Bylaw C-1226.
- Age Declaration:** I declare that I am 18 years of age or older.



Section 6: Applicant Declarations, Consents and Agreements (Continued)

3. **Compliance:** If this permit is approved, I agree to keep and maintain the animals and the subject property in full compliance with all statements made in this application, all conditions of the permit, the Animals and Responsible Pet Ownership Bylaw C-1226, and all other applicable municipal, provincial, and federal laws and regulations. I agree that a livestock exemption permit does not reduce or alter my duty to obtain and maintain all other permits, licences, certificates and approvals necessary for the keeping of animals or otherwise related to this application or the activities described herein including, without limitation, any required building permit, development permit, or inspection certificate.
4. **Right of Entry:** I hereby authorize designated representatives of the City of Grande Prairie to enter the subject property at any reasonable time for the purposes of conducting inspections related to this application or any resulting permit, both to verify the information provided herein and to ensure ongoing compliance with all City bylaws and permit conditions.
5. **Neighbour Notification and Feedback:** I acknowledge that Enforcement Services, at its sole discretion, may notify owners or occupants of adjacent properties about the nature and location of this proposal to invite their comments. I understand that my personal contact information will not be shared. I further understand that any comments received may be considered as one factor, among others, in the review and decision-making about of the application.
6. **Indemnification:** I agree to indemnify and save harmless the City of Grande Prairie, its employees, elected officials, and agents from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, from any act or omission of myself or any person for whom I am responsible at law in relation to this application or the keeping of livestock under any permit issued pursuant to this application.
7. **No Guarantee of Approval:** I acknowledge that the submission of this application does not guarantee its approval. I understand that the Director may approve, approve with conditions, or refuse the application based on the criteria set out in Bylaw C-1226.
8. **Permit Term:** I understand that any permit issued may be for a specific term and subject to renewal, at the discretion of the Director.
9. **Notice of Collection:** This personal information is collected under the authority of Section 4(c) of the Protection of Privacy Act, SA 2024, c P-28.5, and Section 5.3 of the City of Grande Prairie Animals and Responsible Pet Ownership Bylaw C-1226, as amended. The information will be used solely for the purposes of: (a) processing and evaluating this application; (b) administering and enforcing the City's urban livestock programs; (c) contacting the applicant regarding this permit; (d) creating an administrative record for decision-making; (e) conducting compliance inspections; (f) discretionary notification of adjacent property owners regarding the proposal; and (g) sharing with provincial authorities (such as the Alberta Premises Identification Program or Provincial Apiculturist) or emergency responders as required or authorized by law. I understand that my personal contact information is protected under the Protection of Privacy Act, whereas information regarding the permit's approval status and the subject property address may be deemed public. I consent to the limited disclosure of application details to adjacent property owners for feedback purposes as described above. Questions about this collection may be directed to the Access to Information and Privacy Coordinator for the City of Grande Prairie.

Applicant Signature:

Date:



Appendix: Guidance for Applicants

A Guide to Submitting a Complete Application

To ensure your Livestock Exemption Permit application is processed efficiently, please ensure it is complete upon submission. Incomplete applications will not be considered.

1. Application Checklist:

Before submitting, verify that you have included all of the following required items in your application package:

- ☐ Completed Application Form: All sections are filled out.
- ☐ Detailed Site Plan: Meets all requirements listed in Section 3A.
- ☐ Landowner Consent Letter: (If you are not the property owner).
- ☐ Urban Hen Course Certificate: (For hen applicants).
- ☐ Proof of PID Registration: (For hen and beekeeping applicants). ⁴²
- ☐ Beekeeping Course Certificate: (For beekeeping applicants).
- ☐ Proof of Beekeeper Mentorship: (If applicable).
- ☐ Proof of Provincial Apiculturist Registration: (For beekeeping applicants). ⁴⁵

2. How to Create a Clear Site Plan:

Your site plan is a critical part of your application. It does not need to be professionally drafted, but it must be clear, neat, and include all the required information. You can use a copy of your Real Property Report or a clear aerial image (e.g., from Google Maps) as a base.

Your Site Plan MUST Show:

- Property lines, house, garage, sheds, fences.
- Location AND dimensions of the coop/run/hive.
- Measured distances from the coop/run/hive to property lines and all nearby houses.

3. Provincial Registration Links:

Provincial registration is mandatory and must be completed before applying.

- Premises Identification (PID) Program (Hens & Bees): information and online application: alberta.ca/register-with-the-animal-premises-identification-program ⁴²
- Provincial Apiculturist (Bees): information and registration form: alberta.ca/beekeeping-registration.aspx ⁴⁵