**New applicants must seek advice from Council’s Planning team**

**prior to submitting this application.**

**I hereby apply for**

|  |  |  |
| --- | --- | --- |
| New Registration | Transfer of Registration | Renewal form will be sent to existing Domestic Animal Business |

**Applicant Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name | | Last Name | | | | | | |
| Residential Address | | | | Post  Code |  |  |  |  |
| Postal Address | | | | Post  Code |  |  |  |  |
| Home Phone | Work Phone | | Mobile | | | | | |
| I hereby make application pursuant to Part 4, Division 1, Section 46 of the Domestic animals Act 1994 to register as a Domestic Animal business within Latrobe City Council. | | | | | | | | |

**Business Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Business Trading Name  (please attach copy of Business Registration) | | | | | | | |
| Business Address | | | Post  Code |  |  |  |  |
| Postal Address | | | Post  Code |  |  |  |  |
| Phone | Work Phone | Email | | | | | |
| Planning Approval:Yes (approval attached)  No (approval not required) | | | | | | | |

**Type of Domestic Animal Business** (please tick appropriate box)

|  |  |  |
| --- | --- | --- |
| Pet Shop | Breeding establishment | Rearing Establishment |
| Boarding establishment | Animal Shelter |  |
| Dog Training Establishment  State if dogs are trained by trainer or dog owner | | |

**Animal details**

|  |
| --- |
| Types of Animals |
| Total Number of Animals kept |
| Number of ‘relevant fertile females’ |
| Breed/s |
|  |

**Fees**

|  |
| --- |
| $270.00 application/renewal fee |
| $27.00 payable annually at audit of $27 per adult animal audited |

**Declaration**

By signing this application I declare that I have obtained a copy or copies of the applicable Codes of Practice for the operation of the establishment described in this application. I understand that by submitting this application including any fee paid does not in itself give approval to operate the establishment or does it allow for the keeping of any animals on the property.

NOTE: Under Section 97 of the Domestic Animal Act 1994, it is an offence for a person making an application to give false information.

|  |  |
| --- | --- |
| Signature: | Date: |

**Methods of Payment**

|  |  |  |
| --- | --- | --- |
| **Mail** | Post the completed and signed application together with copies of supporting documents (Planning Approval and Registration of Business) and cheque or money order payable to **‘Latrobe City Council’** to:  PO Box 264 Morwell VIC 3840**.** | |
| **In Person** | Bring the completed form and supporting documents with cash, cheque, EFTPOS or credit card to any of our Service Centres and Libraries (EFTPOS only at Morwell Library): | |
|  | 141 Commercial Road, Morwell  34-38 Kay Street, Traralgon  1-29 George Street, Moe  Philip Parade, Churchill  Saturdays | Monday – Friday 9.00am – 5:00pm  Monday – Friday 8:30am – 5:15pm  Monday – Friday 8:30am – 5:15pm  Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm  Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library)  All Enquiries please phone 1300 367 700 |

**IMPORTANT INFORMATION FOR APPLICANTS**

* A $270.00 application fee applies and must be paid when submitting this application or renewal.
* An extra fee is payable annually at audit of $27.00 per adult animal audited.
* The registration of this Domestic Animal Business is renewable every year on or before the 9th April and is not transferrable unless Council is notified in writing at least 30 days prior to the transfer.
* The operation of any such establishment or the keeping of animals is prohibited until Latrobe City Council has

given formal written approval.

* Local Laws staff will make contact to arrange a suitable time for your property to be audited in accordance with

the applicable Code of Practice.

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICE USE ONLY** | **Permit Fee $270.00** | | **Acc: CL.R58211374** |
| **M & RECEPTION STAMP** | | **Receipt No**.  **HAVE YOU ATTACHED COPIES:**  Registration of Business **(mandatory)**  Planning Approval | |