**Releasing Customer Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name | | Last Name | | D.O.B      /     / | | | | | |
| Postal Address | | | | | Post  Code |  |  |  |  | |
| Home Phone | Work Phone | | Mobile | | | | | | | |
| Address where animal is housed: | | | | | Post  Code |  |  |  |  | |
| **If you own more than 2 cats/dogs you are required to apply for a keeping of animals permit at the time of this registration.** | | | | | | | | | | |
| I am  the owner of this animal or  releasing this animal on behalf of: | | | | | | | | | | |
| First Name | | Last Name | | D.O.B      /     / | | | | | |
| Postal Address | | | | | Post  Code |  |  |  |  | |
| Home Phone | Work Phone | | Mobile | | | | | | | |

I hereby make application to release and register the following animal/s:

**Pet Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **PET 1** |  | | **PET 2** |  | |
| **Already registered** | Yes | | No | Yes | | No |
| **Pet Type** | Dog | | Cat | Dog | | Cat |
| **Breed** |  | | |  | | |
| **Colour** |  | | |  | | |
| **Name** |  | | |  | | |
| **Microchip No.**  **(Label or write)** | Yes #  Not yet Microchipped | | | Yes #  Not yet Microchipped | | |
| **Gender** | Male | | Female | Male | | Female |
| **Desexed** | Yes | | No | Yes | | No |
| **Age** | Yrs | | Mths | Yrs | | Mths |
| **Restricted Breed** | Yes | | No | Yes | | No |
| **Declared Dangerous/Menacing** | Yes | | No | Yes | | No |
| **\*Pound ID No:**  (Office Use Only) |  | | |  | | |
| **Tag No.**  (Office Use Only) |  | | |  | | |

**Pound release fees Pet 1 Pet 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Registered Pet** | $38.00 | |  | **$** | **$** |
| **Unregistered Pet** | $124.00 | |  | **$** | **$** |
| **Subsequent Release Fee** | $132.00 | |  | **$** | **$** |
| **Sustenance Fee** | $19.00 per day | | x\_\_\_days | **$** | **$** |
| **Registration - Full** | $137.00/69.00 | |  | **$** | **$** |
| **Registration - Reduced** | $49.00/24.50 | |  | **$** | **$** |
| **Microchip** | $67.00 | |  | **$** | **$** |
| **Vaccination** | $90.50 | |  | **$** | **$** |
| **Desexing Male dog** | $221.00 | |  | **$** | **$** |
| **Desexing Female Dog** | $375.00 | |  | **$** | **$** |
| **Desexing Male Cat** | $130.00 | |  | **$** | **$** |
| **Desexing Female Cat** | $238.00 | |  | **$** | **$** |
| **Receipt No.** |  | **TOTAL FEE PAYABLE** | | **$** | |

**Animal Owner’s Declaration**

I, the undersigned, make application for registration of the dog(s)/cat(s) described above and have provided proof of desexing (if required) and microchipping or I have paid the above prescribed fees to have my animal desexed/microchipped and declare the information to be true and correct and that I have read and understood the information provided to me on the attached “Important information for Dog and Cat Owners” sheet. I declare that any dog(s) identified in this application have been correctly indicated as to whether they are, or are not, of a restricted breed and/or declared dangerous/menacing (See information sheet attached for restricted breeds).

**I also understand that I as the owner or the person identified above as the owner I may receive infringement notices in relation to the Domestic Animals Act 1994 in addition to the release fees associated with this application.**

NOTE: Section 10(3) of the Act states that the maximum penalty for not completing a declaration may receive an on the spot fine.

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

Please tick if the owner is under 18 years of age. *For the purpose of the Domestic Animal Act 1994 where the owner of a dog or cat is under 18 years*

*of age the parent or guardian of that person is deemed to be the owner and this application should be completed by the parent of guardian.*

**Annual Registration Fees (subject to increase at the end of each financial year)**

**Microchipping** is mandatory for all cats and dogs in Victoria \*

**Pensioners** who hold a valid Centrelink Pensioner Concession Card or Gold Card are eligible for a 50% discount on the applicable registration fee under the State Concessions Act 1986.

|  |  |  |
| --- | --- | --- |
| **Cats** | **Registration Fee** | **Pensioner** |
|  | 49.00 | 24.50 |
| Cats must be desexed or owner to provide current membership with an applicable organisation & pedigree papers. Proof required. | | |
|  | | |
| **Dogs** | **Registration Fee** | **Pensioner** |
| Microchipped Dog (not desexed) | 137.00 | 69.00 |
| Desexed Dog – Desexing Certificate | 49.00 | 24.50 |
| Dog over 10 years old – vet letter or microchip certificate with date of birth | 49.00 | 24.50 |
| Working Dog – do not use this form, complete separate application register form. | 49.00 | 24.50 |
| Dog kept for breeding at licensed premises | 49.00 | 24.50 |
| Dog registered with, and owner a current member of applicable organisation – proof required. | 49.00 | 24.50 |
| Declared menacing or dangerous dog  Renewal of Restricted Breed Dog | $224.00 | No concession |

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | |
| **Pension No.** | **Dogs Victoria No:** | | **Feline Control Council No.** |
| HAVE YOU ATTACHED COPIES for each animal:  Proof of microchipping or payment (mandatory)  Pension/Gold Card (if applicable – record above)  Shown identification  Type:\_\_\_\_\_\_\_\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Handed the customer a pamphlet  Receipt to customer  Pathway to Local Laws No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Use existing pathway attached impound register | | **If animal is desexed** (mandatory for cats)  Desexing Certificate (from Vet only)  **If animal is not desexed** (all mandatory):-  Membership card of current animal organisation  (see next page for organisations – record number above)  and  Certificate of Pedigree  **or**  Working Dog declaration see Working Dog  Registration form  **or**  Dog over 10 years proof of age | | |

**IMPORTANT INFORMATION FOR DOG AND CAT OWNERS**

**(Please detach and retain for your records)**

It is a legal requirement for all dogs and cats over the age of three months to be registered in the municipality in which they live.

**Microchip**

From 10 April 2009 microchipping became compulsory for all dogs and cats in Latrobe City.

**Cat Curfew**

Council Standing Order effective 18 September 2017 requires all cat owners to keep their cats securely confined to the property and not allow the cat to wander at large outside the premises between the hours of 09:00 pm to 06:00 am, seven days a week.

**Desexing of Cats and Dogs**

Council Standing Order effective 18 September 2017 requires all cats being registered for the first time in Latrobe City to be desexed. A full registration fee will be charged for Dogs not desexed.

However State Legislation allows for the following exemptions:-

* A dog/cat that is owned by a person who is a current member of an applicable organisation and the animal is registered with that organisation (i.e. proof of animal’s pedigree and owners membership both required – see below for applicable organisations).

* A dog/cat that is the subject of written veterinary advice that the health of the dog or cat is liable to be significantly prejudiced if desexed.
* Dog over 10 years old - provide a vet letter or microchip certificate with date of birth.
* Working Dog – provide proof of primary production or statutory declaration.

* A dog or cat that is owned by a person or body that conducts a domestic animal business under which dogs or cats are bred and the dog or cat is used for breeding purposes in connection with that business and is registered as such with Latrobe City.

\*\*\*Applicable organisations are as follows:-

* Dogs Victoria
* Master Dog Breeders & Associates
* Game Management Authority
* Australian National Cats Inc
* Feline Control Council (Victoria) Inc
* The Governing Council of the Cat Fancy Australia and Victoria Inc

A State Government Levy of $4.39 for each dog and cat registration is used to fund animal welfare and responsible pet ownership policy, legislation, research and education activities.

**Payment of Fees**

The prescribed fee must be paid by 10 April each year.

**Excess Animal Permits**

Permits must be obtained to keep more than 2 dogs or more than 2 cats per residential premises.

**Registration**

Every dog and cat over the age of three months must be registered. Failure to apply to register may incur an infringement notice.

**Release of Impounded Animals**

Pound release fees will be charged for any animals impounded. Animals will be kept for 8 days. Further infringement notices may apply.

**Wearing of Registration Tags**

Registered animals are required to wear their registration tag at all times. The owner of any animal found outside the owner’s premises without a registration tag is liable for a fine. A registration tag is issued at time of first registration and becomes valid each year upon payment of the annual renewal fee.

Lost or damaged tags can be replaced at no charge.

**Wandering Dogs/Cats**

An owner of a dog or cat found at large or not securely confined to their owners premises may incur an infringement notice. Cat curfew applies between the hours of 09:00 pm to 06:00 am, seven days a week.

**Change of Details**

If your details change, please advise Council as soon as possible so that your animal records can be updated. You will also need to advise the company that holds your animal’s microchip details.

**Restricted Breed Dogs**

The State Government has made significant amendments to the Domestic Animal Act 1994 in relation to the keeping of “Restricted Breed dogs”.

A “Restricted Breed dog” means a dog of breed whose importation into Australia is prohibited under the Customs (Prohibited Imports) Regulations 1956 of the Commonwealth. These breeds currently are:

1. Dog Argentino

2. Fila Brasileiro

3. Japanese Tosa

4. American Pit Bull Terrier or Pit Bull Terrier

5. Perro de Presa Canario or Presa Canari

## What happens if I do not register my pet?

Failure to register may incur the following fines. If the owner is a minor the owner's parent or guardian is responsible for the dog/cat.

|  |  |
| --- | --- |
| **Nature of infringement** | **Penalty** |
| Registered cat or dog not wearing council identification marker | $96 |
| Unregistered dog or cat wearing council identification marker | $96 |
| Person removing, altering or defacing identification marker | $96 |
| Dog or cat on private property after notice served | $96 |
| Cat at large or not securely confined in restrictive district | $96 |
| Dog or cat creating a nuisance | $96 |
| Dog or cat in a prohibited place | $192 |
| Greyhound not adequately muzzled or not controlled by chain, cord or leash | $288 |
| Not complying with notice to abate nuisance | $288 |
| Dog at large or not securely confined at daytime | $288 |
| Dog at large or not securely confined at night | $385 |
| Failure to apply to register a dog or cat | $385 |

**PRIVACY COLLECTION NOTICE**

The personal information requested on this form is being collected by Council for the administration and enforcement of animal control in accordance with Sections 10 & 18 of the Domestic Animals Act 1994. The personal information will be used by Council and its Contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. For further information on privacy, please consult Council’s [Citizens Confidentiality and Privacy Policy](http://www.latrobe.vic.gov.au/Information_Pages/Privacy_Statement).

|  |  |
| --- | --- |
| Contact Pound keeper on 1300 367 700 to arrange release of your animal.  Payment of fees by EFTPOS/Credit Card only. | |
| Latrobe City Council Service Centres and libraries are located: | |
| 141 Commercial Road, Morwell  63-65 Elgin Street, Morwell  34-38 Kay Street, Traralgon  1-29 George Street, Moe  Philip Parade, Churchill | Monday – Friday 9.00am – 5:00pm  Monday – Friday 8:30am – 5.15pm  Monday – Friday 8:30am – 5.15pm  Monday – Friday 8:30am – 5.15pm  Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm |