

**New applicants must seek advice from Council's Planning team prior to submitting this application.**

**I hereby apply for**

New Registration <input type="checkbox"/>	Transfer of Registration <input type="checkbox"/> (Council will advise of further requirements)
Existing Domestic Animal Businesses registered with Council will receive their specific renewal notice	

**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				
Business ABN									
Phone		Work Phone		Email					
Planning Approval: <input type="checkbox"/> Yes (approval attached) <input type="checkbox"/> No (approval not required)									

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

Pet Shop <input type="checkbox"/>	Breeding establishment <input type="checkbox"/>	Rearing Establishment <input type="checkbox"/>
Boarding establishment <input type="checkbox"/>	Animal Shelter <input type="checkbox"/>	
Dog Training Establishment <input type="checkbox"/>	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**

\$281.00 application/renewal fee	\$29.00 per adult animal audited (breeding/rearing only) payable each annual audit
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**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.

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

**Methods of Payment**

<b>Mail</b>	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 <b>'Latrobe City Council'</b> to: PO Box 264 Morwell VIC 3840.	
<b>In Person</b>	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	Monday – Friday 9.00am – 5:00pm
	34-38 Kay Street, Traralgon	Monday – Friday 8:30am – 5:15pm
	1-29 George Street, Moe	Monday – Friday 8:30am – 5:15pm
	Philip Parade, Churchill	Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm
	Saturdays	Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library)
	All Enquiries please phone 1300 367 700	

**IMPORTANT INFORMATION FOR APPLICANTS**

- A \$281.00 application fee applies and must be paid when submitting this application or renewal.
- An extra fee is payable annually at audit of \$29.00 per adult animal audited.
- The registration of this Domestic Animal Business is renewable every year on or before the 9<sup>th</sup> 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.

<b>OFFICE USE ONLY</b>	Permit Fee \$281.00	Acc: CL.R58211374
<b>M &amp; RECEPTION STAMP</b>	Receipt No. _____  <b>HAVE YOU ATTACHED COPIES:</b> Registration of Business ( <b>mandatory</b> ) <input type="checkbox"/> Planning Approval <input type="checkbox"/>	