



Latrobe City
a new energy

Ph: 1300 367 700

Application for Pound Release and Dog and Cat Registration

10 April 2025 to 9 April 2026

Releasing Customer Details

First Name		Last Name		D.O.B		/	/
Postal Address						Post Code	
Home Phone		Work Phone		Mobile			
Email:							
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 <input type="checkbox"/> the owner of this animal or <input type="checkbox"/> 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pet Type	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat
Breed				
Colour				
Name				
Microchip No. (refer impound register)	<input type="checkbox"/> Yes # <input type="checkbox"/> Not yet Microchipped		<input type="checkbox"/> Yes # <input type="checkbox"/> Not yet Microchipped	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Desexed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Age		Yrs	Mths	
Restricted Breed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Declared Dangerous/Menacing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pound ID No: (Office Use Only)				
Tag No. (Office Use Only)				

Pound release fees

				Pet 1	Pet 2
Registered Pet	\$40.00	<input type="checkbox"/>	\$		\$
Unregistered Pet	\$129.00	<input type="checkbox"/>	\$		\$
Subsequent Release Fee	\$138.00	<input type="checkbox"/>	\$		\$
Sustenance Fee	\$20.00 per day	<input type="checkbox"/> x ___ days	\$		\$
Registration – Full (dog, not desexed, see over for exemptions)	\$143.00/71.50	<input type="checkbox"/>	\$		\$
Registration – Reduced	\$51.00/25.50	<input type="checkbox"/>	\$		\$
Registration – Declared Dog	\$233.00	<input type="checkbox"/>	\$		\$
Microchip	\$74.00	<input type="checkbox"/>	\$		\$
Desexing Male Cat	\$143.00	<input type="checkbox"/>	\$		\$
Desexing Female Cat	\$262.00	<input type="checkbox"/>	\$		\$
RECEIPT NO:				TOTAL FEE PAYABLE \$	



Application for Pound Release and Dog and Cat Registration

10 April 2025 to 9 April 2026

Ph: 1300 367 700

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.

Signature	Date
-----------	------

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

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	Fee	^Concession
Any cat which is microchipped and desexed (proof required) or Has a current membership with an applicable organisation & pedigree (for desexing exemption)	\$51.00	\$25.50
Dogs	Fee	^Concession
Microchipped Dog not desexed - Full registration fee unless a category below applies	\$143.00	\$71.50
Desexed Dog – Desexing Proof required	\$51.00	\$25.50
Dog over 10 years old – vet letter or microchip certificate with date of birth	\$51.00	\$25.50
Working Dog – complete separate Application to Register Working Dog form	\$51.00	\$25.50
Dog (not desexed) kept for breeding at licensed premises	\$51.00	\$25.50
Dog registered with and owner a current member of applicable organisation, provide pedigree papers	\$51.00	\$25.50
Declared menacing or dangerous dog Renewal of Restricted Breed Dog	\$233.00	NO CONCESSION
Assistance Dog – complete separate Application to Register Assistance Dog form	\$0.00	\$0.00
Guide Dog as defined in the Domestic Animals Act 1994	\$0.00	\$0.00

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](#).



OFFICE USE ONLY

Refer to Animal Impound Register for fees and animal details

If microchip and gender details differ from Animal Impound Register, proof is required, see below.

Pension No.	Dogs Victoria No:	Feline Control Council No.
<u>CHECK FOR EACH ANIMAL:</u>		<u>CHECK FOR ANIMAL OWNER:</u>
Microchip as per Impound Register	<input type="checkbox"/>	Pension/Gold Card (if applicable – record above) <input type="checkbox"/>
Desexing Status as per Impound Register	<input type="checkbox"/>	Shown identification <input type="checkbox"/>
If animal is not desexed owner must provide:		Type: _____ No: _____
Membership card of current animal organisation (see next page for organisations – record number above) and Certificate of Pedigree	<input type="checkbox"/>	Form is signed & legible <input type="checkbox"/>
or Working Dog declaration see Working Dog Registration form	<input type="checkbox"/>	
or Dog over 10 years proof of age	<input type="checkbox"/>	
Pathway to Local Laws No: _____		<input type="checkbox"/> Use existing pathway attached impound register
Have you recorded receipt no. on page 1		<input type="checkbox"/>

Proof requirements if different from Animal Impound Register:

Proof of microchip must be one of the following:

- Barcode sticker
- Certificate of Identification from microchipping agency
- Certificate of Microchip or letter stating microchip number on Vet letterhead
- Adoption or rescue agency proof of Microchip
- Microchip Identification check signed by Council Authorised Officer
- Registration certificate or renewal notice from previous municipality clearly stating microchip number

Proof of Desexing/ Sterilisation must be one of the following:

- Certificate of Desexing/Sterilisation or letter stating Desexing/Sterilisation on Vet letterhead
- Adoption or rescue agency proof of Desexing/Sterilisation
- Desexing/Sterilisation check signed by Council Authorised Officer
- Registration certificate or renewal notice from previous municipality clearly stating gender

Proof for Approved Organisation discount:

- Proof of current membership of the Approved Organisation
- Pedigree Papers for cat or dog, or proof cat or dog is also registered with the Approved Organisation



LatrobeCity
a new energy

Ph: 1300 367 700

Application for Pound Release and Dog and Cat Registration

10 April 2025 to 9 April 2026

This page is intentionally blank



Ph: 1300 367 700

Application for Pound Release and Dog and Cat Registration

10 April 2025 to 9 April 2026

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 \$4.51 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 in line with Council's adopted fees and charges. Further, infringement notices under the Domestic Animals Act 1994 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



Domestic Animals Act (1994) Infringements may apply

Nature of infringement	Penalty
Registered cat or dog not wearing council identification marker	\$99
Unregistered dog or cat wearing council identification marker	\$99
Person removing, altering or defacing identification marker	\$99
Dog or cat on private property after notice served	\$99
Cat at large or not securely confined in restrictive district	\$99
Dog or cat creating a nuisance	\$99
Dog or cat in a prohibited place	\$198
Greyhound not adequately muzzled or not controlled by chain, cord or leash	\$296
Not complying with notice to abate nuisance	\$296
Dog at large or not securely confined at daytime	\$296
Dog at large or not securely confined at night	\$395
Failure to apply to register a dog or cat	\$395

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](#).

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