

## Registration of a Domestic Animal Business - Application Form

### Applicants please note:

- A copy of your current business registration papers must accompany this application.
- The Registration of a Domestic Animal Business in Accordance with the *Domestic Animals Act 1994 (Vic)* and relevant Code of Practice of operation may be renewed annually and continues in force until 9 April in the year following the registration or renewal or until a change in ownership of the business.
- This Certificate is not transferable and will be cancelled without refund if the certificate holder ceases to occupy these premises.
- The proprietor of a Domestic Animal Business may renew the registration of the premises on which that business is conducted by applying to the Council in writing in the form approved by the Council no less than 30 days before the registration is due to expire.
- A person who has applied for registration or renewal of registration of a premises on which a Domestic Animal Business is being conducted, must pay the fee fixed by the Council with that application.
- The Council may refund the whole or any part of a fee fixed for applications under this Division.
- The proprietor of a Domestic Animal Business may surrender the registration of the premises on which that business is conducted by notice to the Council in writing.
- If the proprietor of a Domestic Animal Business proposes to transfer the business to a new premises, he or she must notify the Council. The notice must be:
  - in writing in a form approved by the Council; and
  - given to the Council at least 30 days prior to the transfer; and
  - accompanied by the fee fixed by the Council.
- If the Council has received notice in writing of a transfer of premises under this section, it may register the new premises as a premises upon which the business may be conducted and may impose any terms, conditions, limitations or restrictions on that registration.
- If your application is approved, an annual fee fixed by Council will be applied and an invoice for this annual fee will be sent to you and which must be paid before obtaining your certificate of registration.
- Please allow a minimum of 14 working days after receipt of application for the processing of an application.
- The applicant named below must be a person or a company not a trading or business name.
- If you have any enquiries regarding this application process, please contact Local Laws on 9278 4444.

**Proprietor of the Domestic Animal Business:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**Trading or Business Name:** \_\_\_\_\_

**Full Name of Contact:** \_\_\_\_\_

**Contact Details:**

Ph: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**Address of where Business will be conducted:**

(must be within Boroondara)

**Postal address, if different:** \_\_\_\_\_

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

☐ Dog Training Establishment

☐ Breeding/Rearing Establishment

☐ Boarding Establishment

☐ Animal Shelter

☐ Pet Shop

**Types of animals kept on premises (please tick appropriate box):**

☐ Cats

☐ Dogs

☐ Other, please specify: \_\_\_\_\_

**Number of animals kept on premises:** \_\_\_\_\_

### Application Fee:

An application fee of \$367.00 is charged upon receipt of the application.

**Application Fee:** \$367.00

GST is not applicable

**Office Use** RC Code 466

- Amounts listed on this page are subject to a surcharge if paid by credit card. The credit card surcharge is equivalent to the Merchant Service Fee imposed upon Council by the Credit Card provider. The surcharge applicable to each card type is: Visa - 0.38%, Mastercard - 0.38%, Diners Club - 1.47%, AMEX - 1.48%.

☐ **New Application**

☐ **Transfer of Registration**

☐ **Renewal of Existing Certificate:** Certificate No \_\_\_\_\_

\* If you are the new owner of the business, you must apply for a new permit

In making this application, I confirm having read the information supplied including:

- The relevant provisions of the *Domestic Animals Act 1994* (Vic) and the *Prevention of Cruelty to Animals Act 1986* (Vic)
- The relevant Code of Practice for your type of Domestic Animal Business which can be accessed via the following link:  
<http://agriculture.vic.gov.au/pets/domestic-animal-businesses/>

And I agree to comply with conditions of the permit as stated if approved.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**Certificate Terms and Conditions** (if Certificate is approved)

- The Registration of a Domestic Animal Business in Accordance with the *Domestic Animals Act 1994* (Vic) is renewed annually and continues in force until 9 April in the year following the registration or renewal or until a change in ownership of the business.
- All animals are to be kept in accordance with the provisions of the *Domestic Animals Act 1994* (Vic) and the *Prevention of Cruelty to Animals Act 1986* (Vic).
- The business must at all times conduct itself in accordance with the relevant Code of Practice for the business type.
- An authorised officer of Council may conduct periodic inspections of the business to ensure compliance with the *Domestic Animals Act 1994* (Vic) and the relevant Code of Practice.
- The proprietor of a Domestic Animal Business may renew the registration of the premises on which that business is conducted by applying to the Council in writing in the form approved by the Council no less than 30 days before the registration is due to expire.
- A person who has applied for registration or renewal of registration of a premises on which a domestic animal business is being conducted, must pay the fee fixed by the Council with that application.
- The Council may refund the whole or any part of a fee fixed for applications under this Division.
- The proprietor of a Domestic Animal Business may surrender the registration of the premises on which that business is conducted by notice to the Council in writing.
- If the proprietor of a Domestic Animal Business proposes to transfer the business to a new premises, he or she must notify the Council. The notice must be:
  - in writing in a form approved by the Council; and
  - given to the Council at least 30 days before the transfer is made; and
  - accompanied by the fee fixed by the Council.
- If the Council has received notice in writing of a transfer of premises under this section, it may register the new premises as a premises upon which the business may be conducted and may impose any terms, conditions, limitations or restrictions on that registration.
- Please allow a minimum of 14 working days after receipt of application for the processing of an application.
- The applicant named below must be a person or a company not a trading or business name.
- In the event of non-compliance with any of the above conditions, this registration may be withdrawn.

Once completed, please return this form:

**Post:** City of Boroondara, Local Laws Department, Private Bag 1, CAMBERWELL, VIC, 3124

**Email:** [boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)

**PRIVACY STATEMENT**

The personal information requested on this form is being collected by Council for the purpose of considering an application for a permit to operate a Domestic Animal Business, in accordance with the *Domestic Animals Act 1994* (Vic). The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer database to assist Council in discharging its functions or providing services. The personal information collected will not be disclosed unless required by law. If the information is not collected and used for the stated purposes, Council may not be able to issue the requested permit. Requests for access to and/or amendment of the information should be made to Council's Privacy Officer.

## Registration of a Domestic Animal Business



Return document to:  
Mail - City of Boroondara, Private bag 1, Camberwell VIC 3124  
Boroondara@boroondara.vic.gov.au

Department: **Local Laws**

Payment for: **Registration of a Domestic Animal Business**

Reference: **RC466**

Proprietor Name: \_\_\_\_\_

### OFFICE USE ONLY

MIT: \_\_\_\_\_

REC: \_\_\_ Infring or GL

RECEIPT: \_\_\_\_\_

AMT PAID \$ \_\_\_\_\_

PAYER: \_\_\_\_\_

Payment type: ☐ Credit Card\* ☐ Cheque

Cardholder name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

### Credit Card details\*

Card type: ☐ Visa ☐ Mastercard ☐ Amex

Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

I, \_\_\_\_\_ (provide Cardholder's full name. **PLEASE PRINT CLEARLY**), hereby authorise the City of Boroondara to charge the Amount of **\$367.00** (plus credit card surcharge) to my credit card for the purposes stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### \*CREDIT CARD SURCHARGE:

Payments made by Credit Card will incur a Credit Card Surcharge equivalent to the Merchant Service Fee imposed upon Council by the Credit Card provider. The surcharge applicable to each card type is: Visa - 0.38%, Mastercard - 0.38%, Diners Club - 1.47%, AMEX - 1.48%.

### HOW TO MAKE PAYMENT

#### MAIL

By Cheque or Money Order:

Made payable to City of Boroondara  
(Ensure cheque is crossed not negotiable)

By Credit Card\*:

Fill in the payment authorisation above  
(\*A Credit Card surcharge will apply)

Send your payment with this detached portion to:

City of Boroondara  
Private Bag 1  
CAMBERWELL VIC 3124

#### IN PERSON

Payment can be made by EFTPOS, credit card\*, cash (except Hawthorn Library), cheque or money order

(\*A Credit Card surcharge will apply)

**Camberwell Municipal Offices**

8.30am to 5pm Mon-Fri

### PRIVACY STATEMENT

The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service. The personal information will be used by Council for that primary purpose or a directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for the purpose of charging fees and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.