**Application for Keeping of Animals Permit (dogs & cats)**

Community Amenity Local Law No. 2

Division 21 – Clause 110 & 111

**Ph. 1300 367 700**

**PLEASE NOTE THAT ALL ANIMALS ARE REQUIRED TO BE REGISTERED AT THE TIME OF MAKING THIS APPLICATION**

**Applicant Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name | | Last Name | | | | | | |
| Postal Address | | | | Post  Code |  |  |  |  |
| Residential Address | | | | Post  Code |  |  |  |  |
| Home Phone | Work Phone | | Mobile | | | | | |

**Permit Details**

**List all cats and dogs at the property** New Permit  Renewal of Permit

**Dogs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Breed/Type** | **Colour** | **Sex** | **Desexed** | **Registration No.** |
| 1 |  |  | M  F | Yes  No |  |
| 2 |  |  | M  F | Yes  No |  |
| 3 |  |  | M  F | Yes  No |  |
| 4 |  |  | M  F | Yes  No |  |
| 5 |  |  | M  F | Yes  No |  |

**Cats**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Breed/Type** | **Colour** | **Sex** | **Desexed** | **Registration No.** |
| 1 |  |  | M  F | Yes  No |  |
| 2 |  |  | M  F | Yes  No |  |
| 3 |  |  | M  F | Yes  No |  |
| 4 |  |  | M  F | Yes  No |  |
| 5 |  |  | M  F | Yes  No |  |

**PLEASE NOTE:** A Local Law permit may only be considered for a maximum of 5 dogs and/or cats to be kept on any one residential property. Planning approval may be required.

|  |  |  |
| --- | --- | --- |
| **Location of animals** |  | |
| **Are you the property owner?** |  | |
| **Animals are kept for** | **Pets** - complete this form  **Breeding/Rearing** - a Planning Permit is required. DO NOT complete this form. Please contact the Duty Planner. | |
| **Are you the member of a Dog or Cat organisation?** | Yes  No    Organisation name:       Membership no: | |
|  | **TOTAL FEE PAYABLE** | **$64.00** |
|  | **RECEIPT NO.** |  |

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**Signature of Applicant**

I understand that the submitting of this application including any fee paid does not in itself give approval to keep these animals.

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

**Note: Under Section 23 of the Community Amenity Local Law No. 2, it is an offence for a person making an application to give false information.**

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY** | **Permit Fee: $64.00** | Ledger No: CL.R58211374 |
| **IM & RECEPTION STAMP** | | |

**Methods of Payment**

|  |  |  |
| --- | --- | --- |
| **Mail** | Post the completed and signed application together with copies of any documentation required 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 following Service Centres and Libraries. (EFTPOS only at Morwell Library) | |
| 141 Commercial Road, Morwell  34-38 Kay Street, Traralgon  1-29 George Street, Moe  9-11 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) |

**IMPORTANT INFORMATION FOR APPLICANTS**

**Please Note:**

* A $64.00 application fee applies and must be paid when submitting this application.
* Permit is valid for the lifetime of the listed animals and is not transferable to any other person or property.
* No application has effect until Council has given formal written approval.
* Local Laws staff may make contact to arrange a suitable time for your property and animals to be inspected.
* Your immediate neighbours may be contacted and advised of the application.
* Should any genuine complaints be received any permit issued can be cancelled or suspended at any time.

**PRIVACY STATEMENT:** The personal information requested on this form is primarily being collected by Latrobe City for the purpose of processing a permit application. This information will be used solely by Latrobe City for that purpose or directly related purposes. Latrobe City may disclose some of this information to relevant organisations or people (including property owners) if the nature of the activity for which the permit has been applied for requires consent by parties other than Council or has the potential to affect neighbourhood amenity. If sufficient information is not collected on the application, Latrobe City Council may not be able to effectively process the application and in most cases will refer the application back to the applicant for further details.

The applicant understands that the personal information provided is to assist in the processing of a permit application and that he or she may apply to Latrobe City Council for access to and/or amendment of the information. Requests for access and or correction should be made in writing addressed to the Privacy Officer, Latrobe City Council, PO Box 264, Morwell Vic 3840.

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