**Application for Keeping of Animals Permit (other)**

**Community Amenity Local Law No. 2, 2016**

**Division 21**

**Ph. 1300 367 700**

**Applicant Details**

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

**Permit Details**

**Animal/s (use separate form for cats and dogs)** **[ ]** New Permit [ ]  Renewal of Permit to keep:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Breed/Type of animal** | **No. of** **animals** | **Colour** | **Sex** | **Desexed** |
| 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:** Planning approval may be required.

|  |  |
| --- | --- |
| **Location of animal/s** |       |
| **Are you the property owner?** | [ ]  Yes [ ]  No (if you are not the owner of the property a letter from your landlord or managing Real Estate agent must be attached to this form) |
| **Animals are kept for** | [ ]  Pets [ ]  Breeding/Rearing Planning permit may be required dependent on land use zone  |
|  | **TOTAL FEE PAYABLE** | **$64.00** |
|  | **RECEIPT NO.** |  |

**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 28 of Local Law No 2, it is an offence for a person making an application to give false information.**

**IMPORTANT INFORMATION FOR APPLICANTS**

* An application fee applies and must be paid when submitting this application.
* The Permit is renewable every year on or before the 9th April and not transferable to any other person or property.
* No application has effect until Council has given formal written approval.
* Local Laws staff will make contact to arrange a suitable time for your property and animals to be inspected.
* Your immediate neighbours will be contacted and advised of the application.
* If you are not the property owner, the property owner will be contacted in relation to your application.
* Should any genuine complaints be received any permit issued can be cancelled or suspended at any time.

**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, MoePhilip Parade, Churchill Saturdays | Monday – Friday 9.00am – 5:00pmMonday – Friday 8:30am – 5:15pmMonday – Friday 8:30am – 5:15pm Monday – Friday 8:30am – 5.15pm closed 12noon to 1pmSaturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library) |
| **OFFICE USE ONLY** | **Permit Fee: $64.00** | Ledger No: CL.R58211374 |
| **IM & RECEPTION STAMP** | **HAVE YOU ATTACHED COPIES:**Landlord/Agent Letter [ ] **(Mandatory if not owner of the property)** |

**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 neighborhood 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.