

Please note: You are encouraged to talk to the dog owner to try to resolve the matter before making this report.

Date / /	Request No PW:	Investigating Officer
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Complainants Details

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

Complaint

I wish to make a formal complaint in relation to a barking dog at the following location:												
Address of Dog								Post Code				
Description of Dog: Breed					Colour							
Have you approached the dog owner about the barking? Yes <input type="checkbox"/> No <input type="checkbox"/>						If so, when? / /						
What was their response?												
This dog creates a nuisance to myself and/or <input type="checkbox"/> other family members by barking and/or yapping. This unreasonably interferes with the peace, comfort and/or convenience at my premises by:												
<input type="checkbox"/> persistently occurring					<input type="checkbox"/> intermittently occurring							
Please provide details:												

I understand that should this problem still continue after all other avenues have been exhausted, I will be required to provide statement evidence before any infringement notice can be issued. I further understand that I may be required to give evidence in the Magistrates' Court.

Signature of Complainant

Signature	Date
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OFFICE USE ONLY

IM & RECEPTION STAMP

HAVE YOU ATTACHED COPIES:

Evidence

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Submitting your application

Mail	Post the completed and signed application together with copies of any documentation required to PO Box 264 Morwell VIC 3840.	
In Person	Bring the completed form and supporting documents to any of our following Service Centres and Libraries:	
	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
	63-65 Elgin St, Morwell	Monday – Friday 8:30am – 5.15pm
	Philip Parade, Churchill	Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm
	Saturday 9am – 12noon (Moe & Traralgon Service Centre & Libraries, Morwell Library)	

IMPORTANT INFORMATION FOR THE COMPLAINANT

Barking complaints can be difficult for Council Officers to resolve, in many cases the barking only causes a nuisance to the immediate neighbours. For the Local Laws team to instigate legal action supporting evidence will be required from other affected nearby neighbours. However, Council Officers will thoroughly investigate your complaint contacting the dog owner and other neighbours to assess the matter.

Talking to your neighbour

You are encouraged to talk to your neighbour before making an official complaint. This should be done in person, expressing your case honestly and respectfully. In many instances, they will be aware that their dog is causing a problem and will quickly remedy the situation.

Keeping a Diary Log

To assist Council Officers to resolve this matter you are required to keep a diary of the dogs barking habits. This diary should be kept until the matter has been resolved or finalised and must note date, time and duration of barking, and the reason, if known, as well as the effect the dog's barking is having on you.

Making a Barking Complaint to Council.

An Officer will be allocated your complaint to investigate, the Officers will:

1. Contact you to check the details.
2. Check to see if the animal is registered.
3. Contact the dog owner to advice of the complaint and offer advice on how to abate the nuisance.
4. Visit adjoining neighbours to seek their opinion.
5. Advise you of the outcome.

For further assistance:

The Department of Justice funds a Dispute Settlement Service for people who find themselves in a situation of dispute or conflict with another person.

This service guarantees: Advice, Consultation and Mediation.

The Dispute Settlement Service is free of charge, voluntary and operates under strict confidentiality.

Dispute Settlement Centre of Victoria
25 Ann Street
Morwell VIC 3840
Freecall 1800 658 528

Barking Dog Complaint Recording Sheet Form

1300.367 700

PLEASE DETACH AND RETAIN FROM THE BARKING COMPLAINT FORM TO ENABLE YOU TO KEEP A LOG.
PLEASE FORWARD TO COUNCIL ONCE COMPLETE.

Complainants Details

First Name			Last Name				
Residential Address						Post Code	
Home Phone		Work Phone		Mobile			

Complaint

Nature of Complaint				
Address of Complaint Source				Post Code
Dog 1 Breed of Dog	Dog 1 Colour of Dog	Dog 2 Breed of Dog	Dog 2 Colour of Dog	

Complaint recording sheet

Date/s of Barking	Time/s	Duration	Possible reason for barking	Effect the barking is having on you	Other Comments
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

Signature	Date
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