

Application for Registration of a Domestic Animal Business

Registration valid 10 April 2025 to 9 April 2026

New applicants must seek advice from Council's Planning Team prior to submitting this application.

Application type

<input type="checkbox"/> New registration	<input type="checkbox"/> Transfer of registration (Council will advise of further requirements)
Existing domestic animal businesses registered with council will receive their specific renewal notice	

Applicant details

First name:		
Last name:		
Residential address:		Post code:
Postal address:		Post code:
Home phone:	Work phone:	Mobile:
I hereby make application pursuant to Part 4, Division 1, Section 46 of the Domestic Animals Act 1994 to register as a Domestic Animal Business within Latrobe City Council		

Business details

Business trading name: (please attach copy of business registration)		
Business address:		Post code:
Postal address:		Post code:
Business ABN:		
Phone:	Work phone:	Email:
Planning approval: <input type="checkbox"/> Yes (approval attached) <input type="checkbox"/> No (approval not required)		

Type of domestic animal business (please tick appropriate box)

<input type="checkbox"/> Pet shop	<input type="checkbox"/> Breeding establishment	<input type="checkbox"/> Rearing establishment
<input type="checkbox"/> Boarding establishment	<input type="checkbox"/> Animal shelter	<input type="checkbox"/> Dog training establishment (State if dogs are trained by trainer or dog owner)

Animal details

Types of animals:
Total number of animals kept:
Number of 'relevant fertile females' (dog breeding and rearing only):
Breed/s:

Fees

- ☐ \$292.50 application fee
- ☐ \$31.00 per adult animal audited (breeding/rearing only) payable each annual audit

Declaration

By signing this application, I declare that I have obtained a copy or copies of the applicable Code of Practice for the operation of the establishment described in this application. I understand that by submitting this application including any fee paid does not itself give approval to operate the establishment or does it allow for the keeping of any animals on the property.

Signature	Date
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Note: Under Section 97 of the Domestic Animal Act 1994, it is an offence for a person making an application to give false information.

Important information for applicants

Please note:

- A \$292.50 application fee applies and must be paid when submitting this application or renewal.
- An extra fee is payable annually at audit of \$31.00 per adult animal audited (breeding/rearing only).
- The registration of this Domestic Animal Business is renewable every year on or before 9 April and is not transferrable unless Council is notified in writing at least 30 days prior to the transfer.
- The operation of any such establishment or the keeping of animals is prohibited unless Latrobe City Council has given formal written approval.
- Local Laws staff will make contact to arrange a suitable time for your property to be audited in accordance with the applicable Code of Practice.

Submitting your application

Mail	Post the completed and signed application together with copies of required documentation (Planning Approval and Registration of Business) and cheque or money order payable to 'Latrobe City Council' to PO Box 264 Morwell VIC 3840.	
In person	Bring the completed and signed application together with copies of supporting documents and payment to any of our following Service Centres and Libraries. Cash and cheques not accepted at Morwell Library.	
	141 Commercial Road, Morwell	Monday to Friday, 9am to 5pm
	63-65 Elgin Street, Morwell	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	34-38 Kay Street, Traralgon	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	1-29 George Street, Moe	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	9-11 Philip Parade, Churchill	Monday to Friday, 8.30am to 5.15pm Closed between 12noon to 1pm
Office use only Permit fee: \$292.50 (Receipt to CL.R58211374)		
Receipt number: Check list: <input type="checkbox"/> Registration of business (proof required) <input type="checkbox"/> Planning approval		Date stamp: