

Barking Dog Complaint Form

You are encouraged to talk to the dog owner to try and resolve the matter before making this report

Date:	Request number:	Investigating officer:
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Complainant details

First name:		
Last name:		
Residential address:		Post code:
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:
Breed of dog:	Colour of dog:	
Have you approached the dog owner about the barking:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, when:		
What was their response:		
This dog creates a nuisance to: (By barking and/or yapping)		<input type="checkbox"/> Myself <input type="checkbox"/> And/or other family members
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:		

Declaration

I understand that should this problem 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	Date
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Office use only

Have you attached: <input type="checkbox"/> Evidence	Date stamp:
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Submitting your complaint

Request number:		
Mail	Post the completed, signed and dated barking dog complaint form together with copies of required documentation (time log) to 'Latrobe City Council' to PO Box 264 Morwell VIC 3840.	
In person	Submit the completed, signed and dated barking dog complaint form together with copies of required documentation (time log) in person at any of our following Service Centres and Libraries.	
	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

Important information

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 dog complaint to Council

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

- Contact you to check the details.
- Check to see if the animal is registered.
- Contact the dog owner to advice of the complaint and offer advice on how to abate the nuisance.
- Visit adjoining neighbours to seek their opinion.
- 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

Please detach and retain from the barking complaint form to enable you to keep a log
Please forward to Council once completed

Complainant 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:	Dog 1 colour:	Dog 2 breed:	Dog 2 colour:

Complaint record sheet

Dates of barking	Time/s	Duration	Possible reason for barking	Effects the barking is having on you	Other comments

Signature	Date
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