

First Time Application Animal Registration of Assistance Dog

Registration valid 10 April 2025 to 9 April 2026

A Governor in Council Order, made under the *Domestic Animals Act 1994* (DA Act), is in place to enable assistance dogs to receive free council registration.

For full information on eligibility criteria see back page. Providing false information during this application is an offence under the *Domestic Animals Act 1994* and carries a penalty of 5 penalty units.

Owner details

| | | |
|---------------------------------|-------------|------------|
| First name: | | |
| Last name: | | |
| Postal address: | | Post code: |
| Address where animal is housed: | | Post code: |
| Date of birth: | Email: | |
| Home phone: | Work phone: | Mobile: |

Parent or guardian details

| | | |
|----------------------------|-------------|------------|
| First name: | | |
| Last name: | | |
| Postal address: | | Post code: |
| Date of birth: | Email: | |
| Home phone: | Work phone: | Mobile: |
| Relationship to applicant: | | |

Dog details

| | |
|--|--|
| Breed: | Colour: |
| Name: | Microchip number: (proof must be provided) |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Desexed: <input type="checkbox"/> Mandatory (proof must be provided) | Age or D.O.B: |
| Is the dog a declared dangerous, menacing or restricted breed dog? | <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, you cannot proceed with application |
| Is the dog over 12 months of age? | <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, you cannot proceed with application |
| Is the dog desexed? | <input type="checkbox"/> Yes (mandatory) |
| Has the dog been trained to perform tasks or functions that assist a person with a disability to alleviate the effects of his or her disability? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Office use only | |
| Tag number: | Receipt number: |

Training

Two areas of training must be undertaken. These can either be completed separately, or as part of the same training.

1. Training to perform tasks or functions that assist the person with a disability to alleviate the effects of their disability.
2. Obedience training program undertaken by a qualified trainer as recognised in the Governor in Council Order.

Dog trainer details – for functions that assist to alleviate effects of disability

Please provide the details of the person or organisation that trained your dog to be an assistance dog.

Note: a person may self-train their dog to assist in alleviating the effects of their disability.

| | |
|-----------------------|-----------------|
| Trainer's first name: | |
| Trainer's last name: | |
| Company name: | Contact number: |
| Qualifications: | |
| Email: | |

Dog trainer details – for obedience training

To be completed by the dog trainer upon successful completion of obedience training.

| | |
|--|---------------------------|
| <input type="checkbox"/> I am an independent dog trainer that holds the relevant qualification (list qualification below) | |
| <input type="checkbox"/> I am a qualified dog obedience trainer from a dog obedience training organisation approved under the DA Act | |
| Trainer's first name: | |
| Trainer's last name: | |
| Company name: | Contact number: |
| Email: | |
| Qualifications: | |
| <input type="checkbox"/> Certificate III in Dog Behaviour and Training | |
| <input type="checkbox"/> Certificate IV in Companion Animal Services | |
| Dog owner first name: | |
| Dog owner last name: | |
| Dog name: | Dog breed: |
| Dog colour and gender: | Dog microchip (if known): |

Dog trainer (obedience) declaration

I declare that the following is true and accurate:

- The handler keeps the dog under effective control at all times; and
- The dog is responsive to a handler's obedience commands; and
- The dog walks to heel with a handler, without sniffing, marking or wandering; and
- The dog does not exhibit inappropriate aggressive behaviour e.g. growling, biting, raising hackles, showing teeth; and
- The dog does not exhibit anxiety, stress, fear, or undue excitement when in public places; and

- The dog displays standards of hygiene appropriate for a public place; and
- I have read all the relevant information contained within this form, and verify that it is correct to the best of my knowledge; and
- I am not the person (applicant) seeking zero-cost registration for my dog.

I support the above application for a registration fee exemption for the above dog as an 'assistance dog' as defined under the *Equal Opportunity Act 2010* and believe the dog is suitably trained and has appropriate behaviour for performing in the capacity of an 'assistance dog' in public places.

| | |
|-----------------------------------|------|
| Dog trainer (obedience) signature | Date |
|-----------------------------------|------|

Health professional

To be completed by a Healthcare Professional currently practicing as:

| |
|--|
| <input type="checkbox"/> Psychologist / Psychiatrist <input type="checkbox"/> Physiotherapist / Osteopath <input type="checkbox"/> Specialist (specify): <input type="checkbox"/> Other Allied Health Professional (specify): |
| Health professional's first name: |
| Health professional's last name: |
| Dog owner first name: |
| Dog owner last name: |
| Duration of treatment: |

Health professional declaration

I declare that the following is true and accurate:

- I am not the applicant, or an immediate family member of the applicant; and
- I have read all the relevant information contained within this form, and verify that it is correct to the best of my knowledge; and
- I verify that the applicant has a disability and will require the services of an assistance dog to alleviate the effects of their disability.

| | |
|--|------|
| Signature | Date |
| AHPRA Registration Number: MED | |
| Professional Stamp Insert here: (Must include name and address) | |

Please note: Changes in Health Professional Declaration section can be made only by the health practitioner and accompanied by their signature (not initials) and professional stamp.

Applicant or guardian statement

By signing below, I verify the following:

- I certify that to the best of my knowledge the information in this application is correct,
- I have a disability and I require the assistance of an assistance dog,
- I accept that my medical practitioner and/or the trainer(s) of my assistance dog may be contacted to verify information provided in this application, and
- I understand and accept the terms and conditions set out in the **Assistance Dog Free Registration Terms and Conditions** noted on this form.

| | |
|-------------|------|
| Print name: | |
| Signature | Date |

Please note: Signature of applicant or guardian/agent (must be 18 years and over)

If the applicant is under 18 years of age, or is unable to sign the application, the applicant's guardian/agent needs to complete and sign the section below.

| | |
|----------------------------|------|
| Print Guardian Name: | |
| Relationship to applicant: | |
| Guardian contact number: | |
| Signature | Date |

Providing false information during this application is an offence under the Domestic Animals Act 1994 and carries a penalty of 5 penalty units.

Submitting your application

| | | |
|-----------|--|--|
| Mail | Post the completed and signed application together with copies of required documentation and cheque or money order payable to 'Latrobe City Council' to PO Box 264 Morwell VIC 3840. | |
| Email | Email a scanned copy of the completed and signed form to latrobe@latrobe.vic.gov.au | |
| 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 |

Privacy statement: The personal information requested on this form is being collected by Council for the administration and enforcement of animal control in accordance with Sections 10 & 18 of the Domestic Animals Act 1994. The personal information will be used by Council and its Contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. For further information on privacy, please consult Council's [Citizens Confidentiality and Privacy Policy](#).

Proof of microchip must be one of the following:

- Barcode sticker
- Certificate of Identification from microchipping agency
- Certificate of Microchip or letter stating microchip number on Vet letterhead
- Adoption or rescue agency proof of Microchip
- Microchip Identification check signed by Council Authorised Officer
- Registration certificate or renewal notice from previous municipality clearly stating microchip number

Proof of Desexing/ Sterilisation must be one of the following:

- Certificate of Desexing/Sterilisation or letter stating Desexing/Sterilisation on Vet letterhead
- Adoption or rescue agency proof of Desexing/Sterilisation
- Desexing/Sterilisation check signed by Council Authorised Officer
- Registration certificate or renewal notice from previous municipality clearly stating gender

Office use only

Checklist to approve the assistance dog registration:

- ☐ The dog is desexed
- ☐ The dog is at least 12 months of age
- ☐ The dog is not a dangerous dog, menacing dog, or a restricted breed dog
- ☐ Evidence of assistance dog training provided
- ☐ Evidence of obedience training provided, including a completed declaration from a dog trainer
- ☐ Completed declaration from an Allied Health Practitioner provided

Annual Registration Fees (subject to increase 1 July each year)

| Dogs | Fee | ^Concession |
|--|----------|---------------|
| *Microchipped dog (not desexed) | \$149.00 | \$74.50 |
| Desexed dog – desexing certificate required | \$53.00 | \$26.50 |
| Dog over 10 years old – vet letter or microchip certificate with date of birth | \$53.00 | \$26.50 |
| Working dog – complete separate application to register working dog form | \$53.00 | \$26.50 |
| Dog kept for breeding at licensed premises | \$53.00 | \$26.50 |
| Dog registered with and owner a current member of applicable organisation | \$53.00 | \$26.50 |
| Declared menacing or dangerous dog | \$243.00 | No concession |
| Renewal of restricted breed dog | | |
| Assistance Dog when eligible under DAA 1994 Governor in Council Order 21/12/2023 | \$0.00 | \$0.00 |
| Guide Dog as defined in the Domestic Animals Act 1994 | \$0.00 | \$0.00 |

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Assistance Dog Free Registration Terms and Conditions

Applicant to retain

It is important that you understand the terms and conditions of the registration fee exemption for assistance dogs before you apply.

The Commonwealth Disability Discrimination Act 1992 and Victoria's Equal Opportunity Act 2010 protect people with disabilities from discrimination. This includes protection from discrimination because a person has an assistance dog. The registration fee exemption does not provide further protections or access rights for assistance dogs, it only entitles an assistance dog to a registration fee exemption with council.

To be eligible for the assistance dog registration fee exemption, it is a requirement that your dog is not:

- A declared dog (menacing or dangerous)
- A restricted breed dog
- Younger than 12 months of age.

Your dog must be desexed.

Your assistance dog must be both obedience trained and trained to alleviate the effects your disability.

Obedience training must be provided by a dog trainer, where:

Dog trainer means a person who:

- a) Provides training at a dog obedience training organisation approved under section 5B of the Act; or
- b) has a Certificate III in Dog Behaviour and Training or Certificate IV in Companion Animal Services.+

Obedience training means a training program that assesses an assistance dog in the following:

- a) Heeling or walking with a handler, without sniffing, marking or wandering;
- b) Sociability with other dogs;
- c) Responsiveness to a handler's commands, including staying on command (known as a stay test) and coming to a handler on command (known as a recall test); (d) absence of aggression towards humans or other animals;
- d) Absence of anxiety, stress, fear, or undue excitement when in public places; and
- e) Standard of hygiene appropriate for a public place.

If you, as the owner of the assistance dog, are convicted of two or more offences under the DA Act with respect to the same assistance dog, the assistance dog is no longer eligible for the zero registration fee and you will be required to pay the full registration fee.

It is understood that the applicant accepts the 'Assistance Dog Free Registration Terms and Conditions' when submitting this application form.

What happens if I do not register my pet?

Failure to register may incur the following fines. If the owner is a minor the owner's parent or guardian is responsible for the dog/cat. Other infringements under the Domestic Animals Act (1994) may apply.

Breaches of the Domestic Animals Act 1994 may incur infringements.

| Nature of infringement | Penalty |
|--|----------|
| Registered cat or dog not wearing council identification marker | \$102.00 |
| Unregistered dog or cat wearing council identification marker | \$102.00 |
| Person removing, altering or defacing identification marker | \$102.00 |
| Dog or cat on private property after notice served | \$102.00 |
| Cat at large or not securely confined in restrictive district | \$102.00 |
| Dog or cat creating a nuisance | \$102.00 |
| Dog or cat in a prohibited place | \$204.00 |
| Greyhound not adequately muzzled or not controlled by chain, cord or leash | \$305.00 |
| Not complying with notice to abate nuisance | \$305.00 |
| Dog at large or not securely confined at daytime | \$305.00 |
| Dog at large or not securely confined at night | \$407.00 |
| Failure to apply to register a dog or cat | \$407.00 |