

First Time Application to Register Dog or Cat

Registration valid 10 April 2025 to 9 April 2026

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: |

If you own more than 2 cats or 2 dogs you are required to apply for a keeping of animals permit at the time of this registration. Excess of 5 cats and dogs in total requires a Planning Permit.

Pet details

| | Pet 1 | | Pet 2 | |
|-----------------------------------|-------------------------------|---------------------------------|-------------------------------|---------------------------------|
| Pet type | <input type="checkbox"/> Dog | <input type="checkbox"/> Cat | <input type="checkbox"/> Dog | <input type="checkbox"/> Cat |
| Breed | | | | |
| Colour | | | | |
| Name | | | | |
| Microchip number (proof required) | | | | |
| Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Desexed (proof required) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Age or date of birth | | | | |
| Restricted breed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Declared dangerous or menacing | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fee \$ (refer to back of form) | \$ | | \$ | |
| Tag number | | | | |

Copy this page if you are registering more than 2 pets.

Payment details

| | |
|-------------------|----|
| Total fee payable | \$ |
| Receipt number | |

Animal owner's declaration

I, the undersigned, make application for registration of the dog(s)/cat(s) described above and have provided proof of desexing and microchipping and declare the information to be true and correct and that I have read and understood the information provided to me on the attached "Important information for Dog and Cat Owners" sheet. I declare that any dog(s) identified in this application have been correctly indicated as to whether they are, or are not, of a restricted breed (See information sheet attached for restricted breeds)

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Please note: Section 10(3) of the Act states that the maximum penalty for not completing a declaration may receive an on the spot fine.

☐ Please tick if the owner is under 18 years of age.

For the purpose of the Domestic Animal Act 1994 where the owner of a dog or cat is under 18 years of age the parent or guardian of that person is deemed to be the owner and this form must be completed by them.

Annual registration fees

Subject to increase 1 July each year.

Microchipping is mandatory for all cats and dogs in Victoria*. ^Pensioners who hold a valid Centrelink Pensioner Concession Card or Veterans Gold Card are eligible for a 50% discount on the applicable registration fee under the State Concessions Act 1986.

| Cats | Fee | ^Concession |
|--|----------|---------------|
| Any cat which is: *Microchipped (proof required); and **Desexed (proof required) or Cat registered with, and owner a current member of Applicable Organisation | \$53.00 | \$26.50 |
| Dogs | Fee | ^Concession |
| *Microchipped dog (not desexed) | \$149.00 | \$74.50 |
| Desexed dog –proof 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 (complete separate Assistance Dog registration form) | \$0.00 | \$0.00 |
| Guide dog as defined in the Domestic Animals Act 1994 | \$0.00 | \$0.00 |

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. | |
| 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 |

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

Proof for Applicable Organisation discount:

- Proof of current membership of the Applicable Organisation
- Pedigree papers for cat or dog, or proof cat or dog is also registered with the Applicable Organisation

Privacy collection notice: 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](#).

| | |
|---|--|
| Office use only | |
| <input type="checkbox"/> ID provided | <input type="checkbox"/> Form is legible |
| Registration type <div> <input type="checkbox"/> New <input type="checkbox"/> Transfer (please attach proof of current registration from transferring municipality within Victoria) </div> | |
| Pension or Veteran Gold card number: | |
| Applicable Organisation number: | |
| Copies of below are attached for each animal: <input type="checkbox"/> Proof of microchipping (mandatory) <input type="checkbox"/> Proof of desexing (mandatory for cats) <input type="checkbox"/> Current registration from transferring municipality (Transfer of registration documentation must include proof of payment, microchipping and gender of animal) | If animal is not desexed and reduced fee applies: <input type="checkbox"/> Owner is current member of an Applicable Organisation AND <input type="checkbox"/> Animal is also registered with the Applicable Organisation or <input type="checkbox"/> Animal pedigree papers are attached to application (attach proof and record member number) <input type="checkbox"/> Dog over 10 years proof of age (attach proof and use code DOL or DOLP) <input type="checkbox"/> Working dog – do not use this form. Complete working dog registration form. <input type="checkbox"/> Domestic animal business – submit on the business's specific registration form (use code DABD) |
| Date: CIO name: Service centre: | Date stamp: |

Important information for dog and cat owners

Please detach and retain for your records

Microchipping

From 10 April 2009 microchipping became compulsory for all dogs and cats in Victoria.

Cat Curfew

Council Standing Order effective 18 September 2017 requires all cat owners to keep their cats securely confined to the property and not allow the cat to wander at large outside the premises between the hours of 09:00 pm to 06:00 am, seven days a week.

Desexing of Cats and Dogs

Council Standing Order effective 18 September 2017 requires all cats being registered for the first time in Latrobe City to be desexed. A full registration fee will be charged for Dogs not desexed.

However, State Legislation allows for the following exemptions:

- A dog/cat that is owned by a person who is a current member of an Applicable Organisation, and the animal is registered with that organisation (i.e. proof of animal's pedigree and owners membership both required – see below for Applicable Organisations).
- A dog/cat that is the subject of written veterinary advice that the health of the dog or cat is liable to be significantly prejudiced if desexed.
- Dog over 10 years old - provide a vet letter or microchip certificate with date of birth.
- Working Dog – complete separate Working Dog application for registration form.
- A dog or cat that is owned by a person or body that conducts a domestic animal business under which dogs or cats are bred and the dog or cat is used for breeding purposes in connection with that business and is registered as such with Latrobe City.

***Applicable Organisations are as follows:

- Dogs Victoria
- Master Dog Breeders & Associates
- Game Management Authority
- Responsible Pet Breeders Australia
- Australian National Cats Inc
- Feline Control Council (Victoria) Inc
- The Governing Council of the Cat Fancy Australia and Victoria Inc

A State Government Levy of \$4.64 for each dog and cat registration is used to fund animal welfare and responsible pet ownership policy, legislation, research and education activities.

Payment of Fees

The prescribed fee must be paid by 10 April each year. Fees subject to change 1 July each year.

Excess Animal Permits

Permits must be obtained to keep more than 2 dogs or more than 2 cats per residential premises.

Registration

Every dog and cat over the age of three months must be registered. Failure to apply to register may incur an infringement notice.

Release of Impounded Animals

Pound release fees will be charged for any animals impounded. Animals will be kept for 8 days. Further infringement notices may apply.

Wearing of Registration Tags

Registered animals are required to wear their registration tag when outside the owner's premises (infringements may apply). A registration tag is issued at time of first registration and becomes valid each year upon payment of the annual renewal fee.

Lost or damaged tags can be replaced at no charge.

Wandering Dogs/Cats

An owner of a dog or cat found at large or not securely confined to their premises may incur an infringement notice. Council Standing Order effective 18 September 2017 requires the owner or person in charge of any dog to keep that dog under effective control by means of a chain, cord or leash held by the owner or person in charge and attached to the dog while the dog is in any public place within the municipal district, other than designated off leash areas. Cat curfew applies between the hours of 09:00 pm to 06:00 am, seven days a week.

Change of Details

If your details change, please advise Council as soon as possible so that your animal records can be updated. You will also need to advise the company that holds your animal's microchip details.

Restricted Breed Dogs

The Domestic Animals Act (1994) states council's power regarding registration of restricted breed dogs, and lists the breeds as:

- Dogo Argentino
- Fila Brasileiro
- Japanese Tosa
- American Pit Bull Terrier or Pit Bull Terrier
- Perro de Presa Canario or Presa Canari

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.

Domestic Animals Act (1994) Infringements may apply

| 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 |