

Application for Keeping of Animals Permit (dogs and cats)

Community Amenity Local Law No.2
Division 21 – Clause 110 and 111

All animals are required to be registered at the time of making an application.

Applicant details

Permit type:	<input type="checkbox"/> New permit <input type="checkbox"/> Renewal of permit	
First name:		
Last name:		
Postal address:		Post code:
Residential address:		Post code:
Date of birth:	Email:	
Home phone:	Work phone:	Mobile:

A Local Law permit will be considered for a maximum of 5 cats and dogs in total to be kept on any one residential property. Excess of 5 total cats and dogs in total requires a Planning Permit.

Pet details

List all cats and dogs at the property

	Breed/Type	Colour	Sex	Desexed	Latrobe animal ID or tag number
1			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Location of animals:	Post code:
Animals are kept for	<input type="checkbox"/> Pets – complete this form <input type="checkbox"/> Breeding or rearing – a planning permit is required. Do not complete this form, contact the Planning Team.
Are you the member of a dog or cat organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation name:	
Membership number:	

Payment details

Total fee payable	\$72.00
Receipt number	

Applicant's declaration

I understand that the submitting of this application including any fee paid does not in itself give approval to keep these animals.

Signature	Date
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Note: Under Section 23 of the Community Amenity Local Law No. 2, it is an offence for a person making an application to give false information.

Important information for applicants

Please note:

- The application fee must be paid when submitting this application.
- Permit is valid for the lifetime of the listed animals and is not transferable to any other person or property. A new permit application is required when there is a change of property or an increase in the animals attached to the permit.
- No application has effect until Council has given formal written approval.
- Local Laws staff may make contact to arrange a suitable time for your property and animals to be inspected.
- Your immediate neighbours may be contacted and advised of the application.
- Should any genuine complaints be received any permit issued can be cancelled or suspended at any time.

Privacy statement:

The personal information requested on this form is primarily being collected by Latrobe City for the purpose of processing a permit application. This information will be used solely by Latrobe City for that purpose or directly related purposes. Latrobe City may disclose some of this information to relevant organisations or people (including property owners) if the nature of the activity for which the permit has been applied for requires consent by parties other than Council or has the potential to affect neighbourhood amenity. If sufficient information is not collected on the application, Latrobe City Council may not be able to effectively process the application and in most cases will refer the application back to the applicant for further details.

The applicant understands that the personal information provided is to assist in the processing of a permit application and that he or she may apply to Latrobe City Council for access to and/or amendment of the information. Requests for access and or correction should be made in writing addressed to the Privacy Officer, Latrobe City Council, PO Box 264, Morwell Vic 3840.

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

Office use only	Permit fee: \$72.00	Ledger No: CL.R58211374
For new animal registrations in this application, write the tag number you are issuing next to each animal in the table. The <i>Latrobe animal ID or tag number</i> field must not be blank.		
Date:	Date stamp:	
Receipt no.		
CIO name:		
Service centre:		