



**Local Government
Act 2009**

**Local Law No. 2
(Animal
Management) 2012**

Multiple Dwelling (Domestic Cat & Dog) Permit Application

This application is for a permit to house residents own animals. It is not to be used for commercial boarding, breeding or training kennels

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application is for

- Multiple Dwelling Permit – Dog Fees _____ (One off application fee) As per current Fee Schedule
 Multiple Dwelling Permit - Cat _____ (Yearly renewal fee) As per current Fee Schedule

Applicant/s details (Animal Owner)

Title Mr Mrs Ms Miss Other (specify)

Family Name		
Given Names		
Residential Address		
Locality / Suburb	State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Postal address		
Locality / Suburb	State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Email	

Property Address where animals are kept

Street Address		
Locality / Suburb	State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Property No	Area (size m2)	
Real Property Description	Lot No.	Plan No.

This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.

Owner/s consent (To be completed if the owner of the property is not the applicant)

Name		
Street address		
Locality / Suburb	State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Email	

I, being the owner of the property described in this application, hereby consent to the aforementioned applicant/s making this application.

Signature _____ Date / /

Privacy Statement

Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our Privacy Plan on our website.

Animal Details

	Dog	Cat
Name of Dog/Cat		
Primary Breed		
Secondary Breed		
Primary Colour		
Distinguishing Marks		
Age		
Gender	Male / Female	Male / Female
Desexed (Yes/No)	Yes / No	Yes / No
Registration Tag .No		
Microchip No.		
CHRC Animal No.		

Reason for Application: (for Council to consider your application)	Reason to Keep Dog/Cat at this premise
How long have you owned the Animal/s?	

Declaration	Declaration I hereby apply for permission to keep the allowable number of animals as described above. I understand that Council reserves the right to withdraw this permission for any breach of the conditions OR any reasons deemed by it to be sufficient. I/we, the above named applicant(s), do sincerely declare that the information shown above is true and correct. I ALSO ENCLOSE THE NON-REFUNDABLE APPLICATION FEE. I UNDERSTAND THAT THIS FEE DOES NOT GUARANTEE PERMIT APPROVAL.
	Signature: _____ Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Lodgement

Please attach the following:

- Plans which include:
 - the location of all buildings on the land;
 - a description of the boundary fences including their location; and
 - the arrangement or configuration of enclosures, pens, exercise yards etc.

If not drawn to scale, dimensions of buildings, structures, fences and boundaries must be shown.
- Photographs of the animal enclosure and the animals, including –
 - Fencing;
 - Shelter;
 - Food Storage; and
 - The animals.
- Consent of the adjoining neighbours.

Please Note: This application and fee MUST be lodged with Council. If the application is approved, it is valid for one (1) year. For current year Permit Application Fee refer to Fees and Charges.

Privacy Statement

Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our Privacy Plan on our website.

Office use only

Application fee		Receipt No.	
General Ledger No.	2040.105.0081	Multiple Dog Licence)	
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

Privacy Statement

Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our Privacy Plan on our website.

Central Highlands Regional Council Conditions

Schedule A: Conditions

1. All animals must be:
 - a) registered with Central Highlands Regional Council;
 - b) fitted with a PPID (microchip);
 - c) are to be de-sexed

Veterinary Certificates must be provided for proof of PPID and de-sexing

2. Only animals described in the permit are to be housed on the premises;
3. Adequate shelter must be provided and maintained for animals;
4. Dividing fences must be provided and be maintained at all times:
 - a) to prevent animals escaping from the premises;
 - b) ensuring the animal does not cause danger, nuisance inconvenience or annoyance to others;
 - c) taking measures to prevent the animal from causing injury to persons or other animals;
 - d) taking measures to protect the local environment from harm;
5. The area where the animals are normally kept must be clean and odour free. Faeces must be picked up and disposed of daily so as not to:
 - a) cause environmental harm
 - b) become a breeding place for flies or vermin
 - c) endanger the health or safety of any person
 - d) cause an odour nuisance
6. No justified complaints are to be received
7. Minimum standards as contained in the Central Highlands Regional Council Local Law No. 2 (Animal Management) 2012 are to be complied with
8. All food must be stored in vermin proof containers
9. A sound proof enclosure must be provided for any animal which causes or is likely to cause a noise nuisance
10. Breed, size, temperament and age will be considered by council
 - (i) Circumstances in which keeping of animal or animals requires approval
 - a. Dog
 - i. One (1) dog over 12 weeks of age in a Multiple Dwelling (Units, duplex, townhouse, etc.) in a designated urban area
 - ii. More than one (1) dog over 12 weeks of age on an allotment with an area less than or equal to 500m² in a designated urban area
 - iii. More than two (2) dogs over 12 weeks of age on an allotment with an area greater than 500m² in a designated urban area
 - b. Cat
 - i. One (1) cat over 12 weeks of age in a Multiple Dwelling (Units, duplex, townhouse, etc.) in a designated urban area
 - ii. More than one (1) cat over 12 weeks of age on an allotment with an area less than or equal to 500m² in a designated urban area
 - iii. More than two (2) cats over 12 weeks of age on an allotment with an area greater than 500m² in a designated urban area

Above mentioned conditions must be complied with before permit and certificate will be granted

Central Highlands Regional Council Subordinate Local Law No. 2 (Animal Management) 2012

Schedule 4 Minimum standards for keeping animals generally

Section 8(1)

Each of the owner and responsible person for an animal must comply with the following minimum standards—

- (a) ensure that the fencing is of a standard and maintained to keep the animal on the persons property and prevent it from escaping and wandering; and
- (b) ensure that waste waters from enclosures are drained in a nuisance free manner and that run-off is kept off adjoining land or as otherwise directed by an authorised person; and
- (c) ensure that excreta, food scraps, and other material that is, or is likely to become, offensive is collected at least once in each day and, if not immediately disposed of, is kept in a fly proof container of a kind approved by an authorised person; and
- (d) ensure that any enclosure in which the animal is kept is kept in a clean and sanitary condition and free from dust and odour; and
- (e) ensure that any enclosure in which the animal is kept is properly maintained in an aesthetically acceptable condition; and
- (f) take all reasonable steps to prevent the animals from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other land or premises; and
- (g) ensure that the area available to the animal kept on the premises is appropriately sized so that the animal can be effectively and comfortably kept; and
- (h) any animal food is stored in an impervious fly proof and vermin proof receptacle or in an impervious fly proof and vermin proof storeroom facility and the receptacle or storeroom facility, as the case may be, is maintained to the satisfaction of an authorised person; and
- (i) ensure that all animals kept on the premises are provided with and have access to adequate shelter, drinking water and appropriate food; and
- (j) ensure that any enclosure used for the purpose of keeping an animal is thoroughly cleaned each week and effectively treated with an insecticide at least twice a year; and
- (k) comply with reasonable directions given by an authorised person to ensure that the keeping of the animal does not result in nuisance to occupiers of other land or premises; and
- (l) upon discovering the existence of a dead animal -
 - (i) immediately dispose of the remains of the dead animal so as not to cause a nuisance;
 - (ii) ensure that the remains are not be disposed of on or in a public place.

Adjoining Owner's Consent

I,the undersigned, raise no objections to the application being made by
.....
(Insert applicant's name)

of.....
(Insert applicants address)

to keep at
(Specify Species & Numbers of Animals Application is Requesting Approval For) (Insert address where animals are to be housed)

Name:.....Phone:.....

Address:.....

Signature.....Date:...../...../.....

I,the undersigned, raise no objections to the application being made by
.....
(Insert applicant's name)

of.....
(Insert applicants address)

to keep at
(Specify Species & Numbers of Animals Application is Requesting Approval For) (Insert address where animals are to be housed)

Name:.....Phone:.....

Address:.....

Signature.....Date:...../...../.....

I,the undersigned, raise no objections to the application being made by
.....
(Insert applicant's name)

of.....
(Insert applicants address)

to keep at
(Specify Species & Numbers of Animals Application is Requesting Approval For) (Insert address where animals are to be housed)

Name:.....Phone:.....

Address:.....

Signature.....Date:...../...../.....

Privacy Statement

Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our Privacy Plan on our website.

Completing the Multiple Dwelling (Domestic Cat & Dog) Permit Application

Confirm that you have read the attached Schedule A which details the conditions that Council will allow the keeping of dogs/cats at a premise. These conditions **MUST** be met. If you cannot meet these conditions, your application **WILL NOT** be approved.

1. Ensure that the application form is entirely completed.
2. Draw a plan of the allotment showing the location of all buildings, structure and fences
3. Take Photographs of the animals enclosure and the animals, including –
 - a. Fencing;
 - b. Shelter;
 - c. Food Storage; and
 - d. The animals.
4. Obtain the consent of each adjoining neighbour on the attached form.
An adjoining neighbour are those who's properties share a common boundary and share a corner post
5. Submit your application with all the correct attachments to Council and pay the set application fee.
This guide does not have to be returned with the application
6. If approval is granted, your permit it is valid for one (1) year.

Privacy Statement

Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our Privacy Plan on our website.