

## WORKING DOG REGISTRATION APPLICATION FORM 2023-2024

### Completing this form

- Complete all fields in BLOCK LETTERS.
- Attach supporting documentation.
- Complete associated statutory declaration and sign before an authorised witness.
- Application forms can be submitted in the following ways:
  - Post: Golden Plains Shire Council PO Box 111, Bannockburn, Victoria 3331
  - Email: [enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au)
  - In Person at one of our two Customer Hubs:
    - 2 Pope Street, Bannockburn, Victoria 3331
    - 19 Heales St Smythesdale 3351

### Important Information

- **Payment:** Required within 7 days from the date Council requests payment.
  - After this, if the animal is found at large, it will be impounded by Council and infringements may apply.
  - The animal/s is not registered until the correct payment is made in full.
- **Tags:** Your registration tag(s) will remain valid for the lifetime of your animal(s) provided the registration fee is paid annually. Replacement tags can be obtained free-of-charge from Councils Customer Hubs
- **Registration Year:** Registrations are due on 10 April every year.
- **Permits for Multiple Pets:** Under Council's Local Law No. 1 – General Public Amenity (2021), it is an offence to keep more than two [2] dogs on a property without a permit unless in a Farming Zone, where up to five (5) dogs can be kept. Contact Council for information and permit application forms.

### Supporting documentation required

*Primary production is defined as the maintenance of animals or poultry for the purpose of selling them or their natural increase or bodily produce under section 3 of the Domestic Animals Act 1994.*

- Evidence of land being used for primary production and your main source of income is generated from primary production, OR
- Evidence of person employed by a primary producer.
  - *For example: Letter from employer confirming use and/or requirement of working dog in course of employment.*
- If self-employed and business activities on land used for primary production, then evidence of documentation relating to business supporting the use of/need for a working dog in course of business.

### Definition of 'Working dog'

**Means a dog that herds, droves, protects, tends or works stock on land used solely or primarily for primary production** – section 3 Domestic Animals Act 1994 (VIC)

- Example breeds include but are not limited to: Border Collie, Kelpie, Heeler, Maremma.
- Dogs used for vermin control are **not** considered working dogs.

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## WORKING DOG REGISTRATION APPLICATION FORM 2023-2024

### PART A: Owner Details

Full Name:	
Property Address:	
Suburb:	Postcode:
Postal Address (if different from above):	
Mobile:	Home Phone:
Email Address:	
Pension Number (please attach copy of pension card):	
Organisation Membership Number (please attach copy of membership card):	

### PART B: Emergency Contact Details

Full Name:
Telephone:
Address (If address is different from owner): <i>Do you give authority for the animal to be dropped off to this contact address if picked up (Y/N)?</i>

### PART C: Working dog and primary production information

Dog Ownership Criteria	YES	NO
<i>Primary production is defined as the maintenance of animals or poultry for the purpose of selling them or their natural increase or bodily produce under section 3 of the Domestic Animals Act 1994.</i>		
Are you, or are you contracted by, a primary producer?	<input type="checkbox"/>	<input type="checkbox"/>
Is your main source of income generated from primary production?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documentation proving that your main source of income is generated from primary production?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you answered NO to any of these questions, your dog(s) does not qualify and cannot be registered as a working dog.</i>		
Working Dog Criteria	YES	NO
<b>Working dog</b> means a dog that herds, droves, protects, tends or works stock on land used solely or primarily for primary production under section 3 of the Domestic Animals Act 1994.		
Does your dog herd, drove, protect, tend or work stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does your dog work (as per the definition above) on land used mainly for primary production?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you answered NO to any of these questions, your dog(s) does not qualify and cannot be registered as a working dog.</i>		

### PART D: Animal details

	Animal 1	Animal 2
<b>Animal Name</b>		
<b>Breed</b>		
<b>Colour/ Markings</b>		
<b>Age</b>		
<b>Sex (M/F)</b>		
<b>Sterile (Y/N)</b> <i>(sterilisation cert must be provided)</i>		
<b>Microchip Number</b> <i>(please use sticker if provided to you)</i>		
	Animal 3	Animal 4
<b>Animal Name</b>		
<b>Breed</b>		
<b>Colour/ Markings</b>		
<b>Age</b>		
<b>Sex (M/F)</b>		
<b>Sterile (Y/N)</b> <i>(sterilisation cert must be provided)</i>		
<b>Microchip Number</b> <i>(Please use sticker if provided to you)</i>		

### PART E: Transfers from another Municipality

Provide details below if you are applying to transfer animal registration(s) from another municipality within Victoria

	Animal Name	Council where registered	Current Tag No.
<b>Animal 1</b>			
<b>Animal 2</b>			
<b>Animal 3</b>			
<b>Animal 4</b>			

### PART F: Statutory Declaration

Please complete the associated statutory declaration form, on page 4. There is space for any additional information about your application to register your dog(s) as working dogs. By completing this, you are also declaring that the information included in this working dog application is true and correct. You can be liable to the penalties of perjury if the statutory declaration is false.

Please note: The statutory declaration must be signed before an authorised witness. A list of authorised witnesses can be found on Departments of Justice and Community Safety's website on: <https://www.justice.vic.gov.au/statdecs>

State of Victoria

## Statutory Declaration

I, \_\_\_\_\_  
[Full name]

Of; \_\_\_\_\_  
[Address]

\_\_\_\_\_  
[occupation]

make the following statutory declaration under the Oaths and Affirmations Act 2018:

1.

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

Declared at; \_\_\_\_\_ in the state of Victoria  
This            Day of                            20

\_\_\_\_\_  
Signature of person making this declaration  
[to be signed in front of an authorised witness]

\_\_\_\_\_  
[signature of Authorised witness]

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (eg: Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank manager, Medical Practitioner, Dentist)

### Office Use Only

<b>Tag No.</b>		<b>Fee</b>		<b>Issuing Officer</b>		<b>Receipt No.</b>	
<b>Tag No.</b>		<b>Fee</b>		<b>Issuing Officer</b>		<b>Receipt No.</b>	

### Applicant/Owner Declaration

I, the owner, have completed all details on this form and declare that all information provided is true and correct. I understand that failure to disclose that my dog is declared menacing or dangerous, or is a restricted breed \*, may result in the issuing of an infringement(s) or a summons to the Magistrates' Court. [\*As listed on page 1 – if restricted breed or declared menacing or dangerous dog; **separate application applies for dangerous and restricted breed dogs**].

I, the owner, am aware that pursuant to the Domestic Animals Act 1994 (Vic) I am responsible for the actions of my animal, this includes, but is not limited to, if found outside of my property or involved in an attack. I understand that Council has several options including the issuing of an infringement(s) or a summons to the Magistrates' Court for breaches of the Domestic Animals Act 1994 (Vic).

<b>Signature</b>		<b>Date</b>	
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### Payment Details

Please select one of the following payment methods by ticking the appropriate box

<b>Cheque/ Money Order</b>		<b>In Person</b>		<b>Call me for payment</b>	
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Contact for payment will be made after the Community Safety Team has assessed the application.

### Collection Notice

Personal information collected on this form shall be used by Council's Community Safety Team to complete this application and provide you with relevant updates. Council may disclose your information to other internal departments in order to process your application and your information will not be disclosed to any external party without your consent, unless required to do so by law. If you do not provide us with all required information Council may not process your application and infringement notices may be issued for fail to comply with the Local Law. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact the Team Leader Animals and Amenity or the Privacy Officer on (03) 5220 7111 or enquiries@gplains.vic.gov.au.

Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331..