

DOMESTIC ANIMAL BUSINESS

RULES

This application relies on the business proprietor meeting all rules and any other statutory obligation associated with the activity of a Domestic Animal Business.

1. The Domestic Animal Business must meet the code of practice specific to its type of operation.
2. The Domestic Animal Business must meet all or any building/planning rules. This business may need approval from the planning department. You can speak with a private building surveyor or one of Council's town planners.
3. Registration is valid from 10 April to 10 April of the following year. The registration must be renewed 30 days prior to expiry.
4. You are required to advise the Golden Plains Shire Council 30 days before the following events occur:
 - You sell the business
 - Stop trading
 - Any change in the use of the premises
 - Breach of the Domestic Animals Act 1994 or relevant code of practice.

Registration fees 2023-2024

The fee structure for registration and/or renewal of a Domestic Animal Business commencing 1 July 2023.

Non Breeding (boarding establishments/ shelters/ pet shops)

Domestic Animal Business first year non-breeding (incl. first inspection)	\$344.00
Domestic Animal Business renewed registration - non breeding	\$220.00
Inspection fee	\$123.00

Breeding (dogs and cats)

Domestic Animal Business first year breeding (incl. first inspection)	\$711.00
Domestic Animal Business renewed registration - breeding	\$588.00
Inspection fee	\$123.00

Submitting your application

Mail	Post the signed, completed form together with any applicable fees or copies of any document to PO BOX 111 BANNOCKBURN VIC 3331	
Electronic	Fax to: 03 5220 7100 Email: enquiries@gplains.vic.gov.au	
In person	Bring the completed form and supporting documents to any of the following locations;	
	Customer Hub 8.30am – 5pm Monday to Friday	Bannockburn – 2 Pope Street Bannockburn Smythesdale – The Well 19 Heales Street Smythesdale

Application for Registration of Domestic Animal Business

Domestic Animals Act 1994, Section 81 Part 4

Name:				
Postal Address:			Postcode	
Phone number: Home	Work:	Mobile:		
Email address:				
Type of animal business: <input type="checkbox"/> Pet Shop <input type="checkbox"/> Animal Shelter <input type="checkbox"/> Training Establishment <input type="checkbox"/> Breeder Dogs <input type="checkbox"/> Breeder Cats <input type="checkbox"/> Boarding Kennel/Cattery				
Business Trading Name: (if applicable):				
Managers Name: (if applicable)				
Business Address:			Postcode	
Source Number (if already registered on Pet Exchange Register)				
Do you have planning approval? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have building approval? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How many staff work at this business?				
What experience do your staff have?				
Name of Vet practice:				
Address of Vet practice:				
Type of animals to be kept at business: <input type="checkbox"/> dogs <input type="checkbox"/> cats <input type="checkbox"/> both dogs and cats				

How many animal pens?	Size of pens:
How many exercise yards?	Size of exercise yards:
What are the pens and exercise yards made of?	

Please attach a plan showing size and location of animal accommodation

What processes are in place to make sure animals have enough daily exercise?	
Please attach a copy of the type of records that will be kept in relation to each animal.	
What process and products are used for cleaning and hygiene?	
How are pens cleaned?	
What material is the bedding made from?	
How is property serviced?	Septic Tank <input type="checkbox"/> Sewer <input type="checkbox"/> Town water <input type="checkbox"/> Tank water <input type="checkbox"/> dam <input type="checkbox"/> other.....
What method is used for disinfecting premises?	
Type of security: <i>(to stop unauthorised entry and safety of animals)</i>	
Describe security measures to make sure each animal is contained to each pen or exercise yard and cannot escape. <i>(must meet the code of practice, specific to its type of operation)</i>	
Waste disposal methods: <i>(hard waste, animal droppings)</i>	

BREEDING ESTABLISHMENTS

How many fertile female animals on the property	Dogs	<input type="text"/>	Cats	<input type="text"/>
Do you have a written agreement with a Veterinary Practitioner as per the requirements of section 2 (3) of the Code of Practice for the Operation of Breeding and Rearing Businesses? If yes , please attach a copy of the signed agreement.				
If no , refer to the requirements of section 2 (3) of the Code of Practice above.				
What vaccination procedures are in place for breeding animals? <i>(if applicable)</i>				
What worming procedures are in place?				
Any guarantee provided for each animal when sold?				

Each business must pass a full site inspection to make sure its activities meet the correct code of practice. Heavy penalties exist for breaking the code of practice, which may include cancellation of the Domestic Animal Business Registration.

Declaration

I acknowledge that this declaration is true and correct and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

I understand that before this application for registration can be approved, a Council Officer will be required to inspect my property to assess the application. I understand that I must comply with the code of practice specific to my business.

Signature	Date
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Payment Details

1. Call Golden Plains Shire Customer Experience team 5220 7111 by the due date OR
2. Return this form to Council and request a call for payment by ticking this box ☐

Preferred phone number:

3. Pay over the counter at a Council office located at:
GPCC - 2 Pope St Bannockburn or
The Well -19 Heales St Smythesdale.

Council's customer experience team may contact you around the due date for the renewal to confirm your preferred method of payment.

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 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. 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 Privacy Officer using the details below. 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 Or 03 5220 7111.