Registration of Domestic Animal Business

Domestic Animals Act 1994 No 81 Part 4

- This permit has an annual fee of $250.00.

Applicant details:

First name:	Surname:
Postal address:	
	Postcode:
Contact number:	
Email address:	

Business details:

Type of animal business: ☐ Pet shop	☐ Animal shelter	
☐ Personal dog trainer	☐ Boarding kennel/cattery	☐ Breeder dogs/cats
Business trading name:		
Managers name:		
Business address:		
		Postcode:
Do you have planning approval? ☐ Yes ☐ No	Do you have building approval? ☐ Yes ☐ No	
How many staff work at this business?		
What experience do your staff have?		
Which Vet practice do you use?		
Type of animals to be kept at business:		
How many animal pens?	Size of pens:	
How many exercise yards?	Size of exercise yards:	
What are the pens and exercise yards made from?		
What processes are in place to make sure animals have enough daily exercise?		

Collection Notice
East Gippsland Shire Council collects information provided by you in this form to consider your application to register a domestic animal business. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

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?
Type of water supply: ☐ Sewer ☐ Septic ☐ Other:
What method is used for disinfecting premises?
Type of security: (to stop unauthorised entry and safety of animals
Describe security measures to make sure each animal is contained to each pen or exercise yard and cannot escape: (must meet with the code of practice, specific to its type of operation.)
Waste disposal methods: (hard waste, animal droppings)
Food storage and hygiene methods:
What vaccination requirements are given to breeding animals?
What worming procedure/s 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, which may include cancellation of license.

Signature:
Name: Date: _____/_____/_____

Office Use Only:	
CS Stamp:	IM Stamp:

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Rules

This permit relies on the permit holder meeting all these rules and any other statutory obligation associated with the activity.

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 for a twelve (12) month period and expires on the 10th of April each year, the registration must be renewed 30 days prior to expiry.

4. You are required to tell the East Gippsland Shire Council 30 days before the following events:

   - You sell the business to another person
   - Stop trading
   - Any change in use of the premises
   - Breach of the Domestic Animals Act or relevant code of practice

Contact Council

Phone: 03 5153 9500

Email: feedback@egipps.vic.gov.au

Website: eastgippsland.vic.gov.au

Mail: PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale**: 273 Main Street
- **Lakes Entrance**: 18 Mechanics Street
- **Mallacoota**: 70 Maurice Avenue
- **Omeo**: 179 Day Avenue
- **Orbost**: 1 Ruskin Street
- **Paynesville**: 55 Esplanade

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