

**PERMIT APPLICATION**  
**REGISTRATION OF A PREMISES AS A DOMESTIC ANIMAL BUSINESS**

<b>Domestic Animal Act 1994 – Part 4, Div 1, Sec 46</b>			
<b>Registration/Renewal of premises for use as an Animal Shelter / Pet Shop / Breeding Dogs or Cats / Rearing , Training or Boarding of Dogs or Cats</b>			
Applicant Name			
Address			
Business Name			
Business Address			
Telephone		Mobile	
Email Address		Fax	
Preferred method to receive permit: <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect from ISC office			

Type of use for premises:

Consent of adjoining owners (residential only – copies required):

<b>Important Requirements:</b>
The applicant <u>MUST</u> hold current Public Liability Insurance for an amount not less than <u>TEN MILLION DOLLARS</u> (\$10,000,000) and must produce to Council evidence of such insurance. (Certificate of Currency)
The applicant must comply with any and all terms and conditions attached to the permit
The written consent of adjoining property owners must be obtained for residential areas and copies must be provided.
A non-refundable application fee of \$267.30 payable on lodgement of the application

**Checklist for required items**

**(The application will be returned to the applicant if documentation is not attached)**

- Copy of current Public Liability Insurance-no less than TEN MILLION DOLLARS
- Copies of consent of adjoining owners
- Application Fee \$267.30

Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Customer Service Officer: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT APPLICATION**  
**REGISTRATION OF A PREMISES AS A DOMESTIC ANIMAL BUSINESS**

**Privacy Policy Information**

*Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendments of the information. Any requests for access and/or correction should be made to Council's Privacy Officer.*

**STATUTORY DEFINITIONS - "Domestic animal business" means -**

- (a) an animal shelter, Council pound or pet shop; or
- (b) an enterprise that is run for profit or not which carries out all or any of the following activities
  - (i) the breeding of dogs or cats, where -
    - (A) the enterprise has more than 3 fertile female animals of either or both species;
    - or
    - (B) the enterprise has less than 3 fertile female animals but the owner is not a member of an applicable organisation or an organisation approved by the Council of the municipal district in which the enterprise is situated; or
  - (ii) the rearing, training or boarding of dogs and cats.

**Terms and Conditions**

1. This registration may be renewed annually and either expires on 10 April following date of issue or renewal or until a change in ownership of the business (S.48 (1)).
2. Application for renewal shall be made no less than 30 days before the registration is due to expire (S.48 (2)).
3. Any proposal to transfer the business to new premises shall be notified to Council at least 30 days before transfer is made, using a form approved by Council and accompanied by the appropriate fee.
4. The business the subject of registration shall be conducted at all times in accordance with all relevant Acts, Regulations or Local Laws particularly but not limited to:
  - (i) Domestic Animals Act 1994
  - (ii) Boarding Code of Practice
  - (ii) Prevention of Cruelty to Animals Act 1986
  - (iii) The appropriate Code of Practice made by the Minister under the provisions of Sec 59 of the Domestic (Feral and Nuisance) Animals Act 1994
  - (iv) Health Act 1958
  - (v) Environmental Protection Act 1970

## **PERMIT APPLICATION**

### **REGISTRATION OF A PREMISES AS A DOMESTIC ANIMAL BUSINESS**

5. This registration is affected in so far as Council can do so under the enabling legislation specified and does not absolve the proprietor from obtaining any other permits or authorisation required under other relevant Acts or Regulations.
6. The applicant must consult with Council's Building and Planning Department for structures.
7. The permit holder shall at all times during the agreed term, be the holder of a current Public Liability Insurance Policy in respect of the activities specified herein in the name of the permit holder providing coverage for a minimum sum of \$10 million. The Public Liability Policy shall be affected with an insurer approved by the Council.