

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Application for Registration of Domestic Animal Business

Domestic Animals Act 1994 No 81 Part 4

This permit has an annual fee of \$227.00.

There are some hard words in this form. The hard words are in blue. You can read what the words mean on page 3.

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"/> Personal dog trainer <input type="checkbox"/> Boarding kennel/cattery <input type="checkbox"/> Breeder dogs/cats						
Business trading name:						
Managers name:						
Business address:			Postcode			
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? _____						
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 out of? _____						
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.						

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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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: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> 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: _____ Date:_____/_____/_____

Office Use Only:

Licence Reference Number: LC/LL/PP/_____ Date: ____/____/____ Receipt Number: _____

Method of Payment: ☐ Cash ☐ Eftpos ☐ Credit Card ☐ Cheque Amount Paid: _____

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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

Hard Words:

Statutory Obligation: A required course of action to which a person is morally or legally bound

Submitting Your Application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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