

Application for Registration of Domestic Animal Business

Domestic Animals Act 1994 No 81 Part 4

New Domestic Animal Business Application Fee \$165

Once approved as a Domestic Animal Business a registration fee applies. The registration fee is an annual fee.

Breeding and Rearing Registration Fee - \$550.

All other types Registration fee - \$260

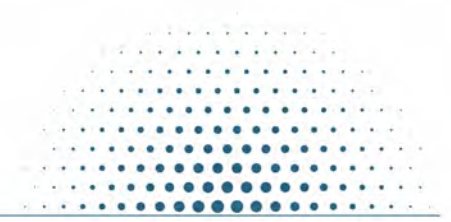
Multi business registration fee \$175 per business type

Property inspection Fee \$105

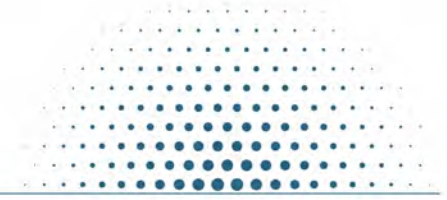
Name:			
Postal address:			Postcode
Phone number: Home:	Work:	Mobile:	
Email address:			
Type of animal business:	<input type="checkbox"/> Pet shop	<input type="checkbox"/> Animal shelter	
<input type="checkbox"/> Personal dog trainer	<input type="checkbox"/> Boarding kennel/cattery	<input type="checkbox"/> 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.			

Contact us:

t: (03) 5734 6200
 e: mitchell@mitchellshire.vic.gov.au
 w: www.mitchellshire.vic.gov.au



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? Provide a copy of this guarantee
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 permit.
Signature: _____ Date: / /



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 10 April each year, the registration must be renewed 30 days prior to expiry.
4. You are required to tell the Mitchell 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

Section 8 – Payment options

In person (Cash, cheque, debit card, visa, mastercard, amex and money order)	Broadford – 113 High Street, Broadford Mon to Fri - 8.30am to 5pm	Seymour – 125 Anzac Avenue, Seymour Mon, Wed and Fri - 10am to 5pm Tues and Thur - 10am to 6pm Sat - 9am to 12noon
	Kilmore – 12 Sydney Street, Kilmore Mon to Wed and Fri - 9am to 5pm Thur - 10am to 6pm Sat - 9am to 12noon	Wallan – Wellington Square, Wallan Mon and Fri - 9am to 6pm Tues to Thur - 10am to 6pm Sat - 9am to 12noon
By Post	Make cheques or money order payable to Mitchell Shire Council (Cheque or money order only)	Mitchell Shire Council 113 High Street Broadford, VIC 3658

PRIVACY STATEMENT: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989 or other relevant legislation. 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 amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

Office Use Only:

Permit Reference Number:

Date: / /

Receipt Number:

Method of Payment:

Eftpos

Credit

Cheque

Amount Paid: