

Applicant

Full Name:

Address:

Post Code:

Business Name:

Company Name

Address of Company's registered office:

Address:

Post Code:

Your position with Applicant Company:

Permit to conduct a:

Breeding &
Rearing
Establishment

☐

Pet
Shop

☐

Boarding
Establishment

☐

Dog training
Establishment

☐

Animal
Shelter
Pound

☐

Location of Business Premises

Address:

Postal Address (if
different):

Phone:

Business:

Private:

Business Hours:

Manager

Full Name:

Address:

Phone:

Business:

Private

Business Hours:

Veterinarian

Name:	
Address:	
Phone:	
Email:	

Operations and Staffing

The following conditions shall apply to Animal attendants employed at the Domestic Animal Business:-

1. Provided with appropriate work clothing and sanitary facilities.
2. Provided with prescribed immunization.
3. Supplied with information on Zoonoses.
4. Made aware of the risk of contracting toxoplasmosis (where applicable).
5. Trained in their responsibilities under the provisions of the Domestic (Feral & Nuisance Animals Act 1994 and any relevant Codes of Practice.

Please attach a copy of:

- ☐ An education and training policy for staff working or volunteering at the business.

I (the applicant) declare that the plans of the establishment lodged as part of this application are accurate and truly represent the facilities available.

Capacity

The maximum number of animals that will be housed at the premises will be:

Dogs: Cats:

I (the applicant) am aware that it is an offence under the provisions of the Domestic Animal Act 1994 to give false information in this application.

Business Plan

The Minister for Agriculture will use a business plan to assess the capability of the organisation and its staff to ensure the welfare of the animals.

Please attach a three-year business plan that outlines the direction and strategies of your business for the next three years. Specifics must include:

- ☐ The vision, strategies and objectives of the business.
- ☐ ABN and domestic animal business certificate.
- ☐ A visual representation of the organisational structure of the business.
- ☐ The current number of employees of the business and their names, roles and qualifications. Ensure you include evidence to validate the qualifications of all employees (including the applicant).
- ☐ The number, role and minimum qualifications of employees proposed to be employed by the business if the approval is granted/renewed.
- ☐ The number and breed/s of dogs kept and proposed to be kept at the premises.

Animal management and husbandry

Please attach a copy of:

- ☐ A health management plan for each dog kept or proposed to be kept on the property.
- ☐ An exercise, enrichment, socialisation and handling policy for all dogs kept or proposed to be kept on the property.
- ☐ A retirement plan for each breeding dog kept or proposed to be kept on the property.
- ☐ An agreement with a veterinary practitioner to provide veterinary services to the business.

Sales

Please attach a copy of:

- ☐ The literature provided to all buyers of puppies in relation to responsible pet ownership.
- ☐ The procedure that the business follows in the case of complaints about a dog and its returns policy.
- ☐ A sale guarantee policy.
- ☐ Details of the procedure that the business follows to deal with complaints by purchasers or other persons about the business.

Applicant Declaration

I have fully completed the checklists provided above. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

Print name of Applicant:

Signature:

Date:

Payment Method:

Please note – Application fee is the same for both new applicants and renewals.

\$308.70

Payment options:

1. **In Person** at any of Glenelg Shire Council Customer Service Centres:
 - 71 Cliff Street, Portland VIC 3305
 - 77 Edger Street, Heywood VIC 3304
 - 67 Henty Street, Casterton VIC 3311
2. **Cheque:** Please enclose a Cheque made Payable to Glenelg Shire Council for the total of \$308.70. Send to P.O. Box 152, Portland VIC 3305
3. **Credit Card:** Please call 03 5522 2200, our customer Service Officers will assist to make payment via credit card.

NB: This permit shall expire on 10 April every year and an application for renewal shall be required at least 30 days prior to this date.

Authorised Council Officer

Name	Signature	Date
Receipt Number	Date Paid	Amount