

Application to Amend Registered Dog Details

Animal Management (Cats and Dogs) Act 2008



Enquiries: 4932 9000 or 1300 22 55 77
Address: PO Box 1860
Rockhampton Qld 4700
Email: enquiries@rrc.qld.gov.au

PRIVACY NOTICE

Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Animal Management (Cats and Dogs) Act 2008*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This application is to amend current dog registration details excluding change of ownership. If the registration is not current, this application cannot be processed and a new application for registration will be required. If advising change of ownership an application to amend registered dog ownership form is to be completed.

OWNER DETAILS (details as shown on current registration)

First Names	Surname
<input type="text"/>	<input type="text"/>
Residential Address	Postal Address
<input type="text"/>	<input type="text"/>
Contact Numbers	Email
<input type="text"/>	<input type="text"/>

OWNER'S NEW DETAILS (if change of residential address also complete the address where dog is kept below)

New Surname ¹	New Residential Address
<input type="text"/>	<input type="text"/>
New Postal Address	New Contact Numbers/Email
<input type="text"/>	<input type="text"/>

DOG 1 DETAILS

Reference Number:
Name:
Current Tag:

DOG 2 DETAILS

Reference Number:
Name:
Current Tag:

DOG 1 AMENDMENT DETAILS

<input type="checkbox"/> Microchipped (attach certificate) Microchip Number:
<input type="checkbox"/> Desexed (attach certificate)
<input type="checkbox"/> Deceased (attach death certificate or tag) <input type="checkbox"/> Transfer registration ²
<input type="checkbox"/> Missing/Stolen ³ (attach Police report if stolen)
<input type="checkbox"/> Address where dog is kept:
<input type="checkbox"/> Relocated out of Rockhampton Region ⁴

DOG 2 AMENDMENT DETAILS

<input type="checkbox"/> Microchipped (attach certificate) Microchip Number:
<input type="checkbox"/> Desexed (attach certificate)
<input type="checkbox"/> Deceased (attach death certificate or tag) <input type="checkbox"/> Transfer registration ¹
<input type="checkbox"/> Missing/Stolen ² (attach Police report if stolen)
<input type="checkbox"/> Address where dog is kept:
<input type="checkbox"/> Relocated out of Rockhampton Region ⁴

FOR LODGEMENT OPTIONS PLEASE SEE OVERLEAF

OFFICE USE ONLY	Date:	CSO:	Information Checked: Yes / No
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PENSIONER STATUS CHANGE

☐ I am no longer a pensioner

☐ I am advising of pensioner status (provide details and attach copy of card)

Pensioner Card

Concession Type

Card Number

Name on Card

REFUND REQUEST

I am entitled to and am applying for a refund⁵

☐ No ☐ Yes (provide details)

Refund by ☐ Cheque ☐ EFT

Bank Name

Account Name

Account Number:

BSB Number:

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CHECKLIST

Please check that you have attached copies of the relevant mandatory information to this form. Your application will not be processed without it.

- ☐ Desexing certificate ☐ Police report ☐ Microchip certificate ☐ Pensioner card
☐ Evidence change of owner surname ☐ Death certificate or registration tag (if you are unable to provide a completed Statutory Declaration will be accepted)

DECLARATION

I submit this Application to Amend Registered Dog Details with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

I understand that it is an offence under s204 of *Animal Management (Cats and Dogs) Act 2008* to provide false or misleading information or documents.

Signature of Applicant

Date

OTHER INFORMATION

¹ Evidence of change of name is to be provided. Evidence may include marriage certificate, drivers licence or passport.

² The owner may transfer the remaining registration for a deceased dog to a new dog within the same registration period only. An Application for Dog Registration must be completed and attached to this form at the time of notification of the deceased dog.

³ If your missing/stolen dog is returned, please advise Council so that we can reinstate your dog's registration.

⁴ Refunds are only payable to the person who paid the registration.

For claims received from 1 September to 28 February, Council will refund:

- 50% of the registration fees paid for deceased, stolen or missing dogs. The owner must provide proof.
- The difference between the desexed and desexed and microchipped fees, if the desexed dog is microchipped during the registration period. The owner must provide a microchipping certificate or letter issued by a vet.
- The difference between the entire and desexed and microchipped fees, if the dog is microchipped during the registration period, but only if the dog is also desexed. The owner must provide a microchipping and desexing (if not previously supplied) certificate or letter issued by a vet.
- The difference between the full registration and pension concession fees, if the owner becomes a pensioner during the registration period. The owner must provide an approved government pension concession card.

⁵ Council does not refund for relocated dogs outside of the Rockhampton Region however, the owner may be eligible for reciprocal registration in their new local government area.

LODGEMENT OPTIONS

IN PERSON – You can lodge at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

MAIL – Send to PO Box 1860, Rockhampton, Queensland, 4700

EMAIL – Email to enquiries@rrc.qld.gov.au