

# Additional Animal/s Approval Application Form



Privacy Notice: Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when applying to keep more than two cats or two dogs, or an animal that requires an approval under *Local Law No. 1 (Administration) 2011*.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

<b>Applicant Details</b> <i>(the applicant must be over 18 years of age and be responsible for the animal/s)</i>		
Applicant name:		
First	Middle	Last
Date of birth:		
Preferred contact number:	Email:	
<b>Residential Address</b>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
<b>Property Details</b> <i>(please note if you are not the owner of the premises, you will need property owner consent)</i>		
Address where animals are kept <i>(if different)</i> :		
Is this property: <input type="checkbox"/> A multi-residential premises <input type="checkbox"/> House <input type="checkbox"/> Other:		
Area of allotment:		
Is the premises fully fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name/s of each person living on the premises:		
<b>Animal Details</b> <i>(Please note that all dogs and cats are required to be desexed and microchipped prior to an application being lodged for domestic pet applications. If you have more than four animals, please attach specific details for each additional animal.)</i>		
Total number of animals to be kept:		
Animal type/s:	<input type="checkbox"/> Dog	<input type="checkbox"/> Guard dog
	<input type="checkbox"/> Cat	<input type="checkbox"/> Livestock
	<input type="checkbox"/> Rooster/Nuisance bird	<input type="checkbox"/> Other <i>(please specify)</i> :
Animal keeping purpose (dogs and cats):	<input type="checkbox"/> Domestic pet	<input type="checkbox"/> Cattery
	<input type="checkbox"/> Kennel	<input type="checkbox"/> Pet Shop
		<input type="checkbox"/> Breeder/Show
<b>Dog/Cat 1</b>		
Name:	Dog reference number <i>(if applicable)</i> :	
Date of birth:	Breed:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>OFFICE USE ONLY</b>	Date:	CSO:	Application checked: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Amount:	Receipt number:	Application number:

Colour:	Microchip number:
<b>Dog/Cat 2</b>	
Name:	Dog reference number <i>(if applicable)</i> :
Date of birth:	Breed:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Colour:	Microchip number:
<b>Dog/Cat 3</b>	
Name:	Dog reference number <i>(if applicable)</i> :
Date of birth:	Breed:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Colour:	Microchip number:
<b>Dog/Cat 4</b>	
Name:	Dog reference number <i>(if applicable)</i> :
Date of birth:	Breed:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Colour:	Microchip number:
<b>Roosters/Nuisance Birds</b>	
Type/s:	Number to be kept:
<b>Birds/Poultry</b>	
Type/s:	Number to be kept:
<b>Livestock</b>	
Type/s:	Number to be kept:
<b>Other</b>	
Type/s:	Number to be kept:
<b>Property Owner Consent <i>(if applicable)</i></b>	
Property owner name:	
First	Middle
Postal address:	
Preferred contact number:	Email:
As the property owner, I give consent for the applicant to keep the specified type of animal and number of these animals on the property stipulated within this application.	
Name:	Signature:
Date:	

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

### All applications

- A drawing showing the design and dimensions of the animal enclosure/s including materials used.
- A site plan (an A4 drawing showing the boundaries of the property and the area in which the animals will be kept).

### Domestic Pet application

- A copy of desexing certificates for all dogs and cats.
- A copy of microchipping certificates for all dogs.

### Show application

- A copy of your current Dogs Queensland general/full membership.

### Breeder application

- A copy of your current Dogs Queensland general/full membership, or
- A copy of your current Master Dog Breeders and Associates breeder membership, or
- A copy of your current Australian Association of Pet Dog Breeders Inc full membership.

### Livestock application

- A copy of your Biosecurity entity registration.

## Standard Conditions of Approval

- (1) The conditions that will ordinarily be imposed on an approval to keep dogs on premises are —
  - (a) A condition requiring that the approval holder take all reasonable steps to prevent the dogs from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and
  - (b) A condition requiring that the approval holder ensure that any enclosure in which the dogs are kept is properly drained and that run-off is kept off adjoining premises; and
  - (c) A condition requiring that the approval holder ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and
  - (d) A condition requiring that the approval holder ensure that any enclosure in which the dogs are kept is maintained in —
    - (i) A clean and sanitary condition and disinfected regularly; and
    - (ii) An aesthetically acceptable condition; and
  - (e) A condition limiting the approval to the dogs identified in the approval; and
  - (f) A condition limiting the approval to the premises identified in the approval; and
  - (g) Subject to compliance with the requirements of the Animal Management Act, section 14, a condition requiring that each dog be implanted with an approved microchip.
- (2) The conditions that will ordinarily be imposed on an approval to keep cats on premises are —
  - (a) A condition limiting the approval to the cats identified in the approval; and
  - (b) A condition requiring the approval holder to —
    - (i) Desex each cat within three months of the issue of the approval if the cat is aged six months or over; and
    - (ii) Otherwise, desex each cat within three months after the cat reaches six months of age; and
    - (iii) Produce to the local government evidence, by way of, for example, a statutory declaration, that the cat has been desexed; and
  - (c) A condition requiring that each cat be implanted with an approved microchip.
- (3) The conditions that will ordinarily be imposed on an approval to keep an animal (other than a dog or a cat) are —
  - (a) If minimum standards for the keeping of the species or breed of the animal are prescribed in schedule 5 of *Subordinate Local Law No. 2 (Animal Management) 2011*—the animal must be kept in accordance with the minimum standards for the species or breed of animal prescribed in schedule 5 of *Subordinate Local Law No. 2 (Animal Management) 2011*; and
  - (b) If the approval relates to the keeping of one or more animals and the animal or animals are identified in the approval—a condition limiting the approval to the animal or animals identified in the approval; and
  - (c) A condition limiting the approval to the premises identified in the approval.
- (4) The conditions that will ordinarily be imposed on each of a cattery approval and a kennel approval are —
  - (a) The operation of the prescribed activity must not detrimentally affect the amenity of neighbouring premises; and
  - (b) The cattery or kennel must be suitably and continuously ventilated to ensure that all areas on which animals are kept are free of dampness, nuisance odours and dust emissions; and
  - (c) Only rain from uncontaminated areas may drain directly into the storm water system; and

- (d) All spillages of waste, contaminants and other materials must be cleaned up immediately and must not be cleaned up by hosing, sweeping or otherwise releasing such waste, contaminants or material to any storm water system or waters; and
  - (e) The operation of a prescribed activity must not attract fly breeding or vermin infestation; and
  - (f) All fixtures, fittings, equipment and facilities used in the operation of the prescribed activity must be maintained in a clean, tidy, sanitary and hygienic condition; and
  - (g) Waste containers sufficient to accommodate the collection and storage of all waste generated as part of the operation of the prescribed activity must be provided in the manner, and at locations, approved by an authorised person; and
  - (h) All waste containers must be regularly cleaned and maintained in a clean, tidy, sanitary and hygienic condition; and
  - (i) Animal feed must be stored in insect and vermin proof containers; and
  - (j) All enclosures which form part of the operation of the prescribed activity must be provided and maintained in a manner so as to —
    - (i) Be clean and in a sanitary condition; and
    - (ii) Prevent the escape of any animal kept in the enclosure; and
    - (iii) Be in a state of good order and repair; and
    - (iv) Avoid injury to any animal kept in the enclosure; and
    - (v) Be impervious and able to be effectively cleaned and sanitised.
- (5) The conditions that will ordinarily be imposed on a pet shop approval are —
- (a) The holder of the approval must ensure that each animal kept at the premises receives all necessary vaccinations, inoculations and treatments which are appropriate according to the age of the animal; and
  - (b) No animal may be sold from the premises unless all necessary vaccinations, inoculations and treatments which are appropriate according to the age of the animal have been implemented; and
  - (c) The premises must be maintained in a clean and sanitary condition at all times; and
  - (d) All excreta, offensive material and food scraps must be collected at least once each day and placed in a fly proof approved waste container for disposal; and
  - (e) All animal food must be stored in a sealed vermin proof container; and
  - (f) Waste waters from the premises must be drained in a nuisance free manner or as directed by an authorised person; and
  - (g) If a code of practice for the operation of a pet shop has been approved by the local government—the holder of the approval must operate the pet shop in accordance with the requirements of the code of practice.

## Declaration

I submit this Additional Animal/s Approval Application Form with the relevant supporting documentation as required. I declare that the details are correct to the best of my knowledge.

Applicant name:

Applicant signature:

Date:

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.