



# Application for a Domestic Animal Business – Boarding Kennel/Cattery

## Section 1: APPLICANT DETAILS

Name:						
Business name:						
Business address:						
Postal address:				Postcode:		
	Town:					
Telephone No.	(H)		(W)		(M)	
Email address:						

## Section 2: BUSINESS DESCRIPTION

Species being boarded	<input type="checkbox"/> Dogs	<input type="checkbox"/> Cats	<input type="checkbox"/> Both
Type of boarding	<input type="checkbox"/> Daytime	<input type="checkbox"/> Overnight	
Does the boarding occur in a place of residence (house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Maximum number of animals to be housed at any one time			
Do you hold a Planning Permit to use the land to board animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you hold public liability insurance of \$10,000,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Section 3: CHECKLIST

<input type="checkbox"/> Planning permit
<input type="checkbox"/> Copy of liability insurance

## Section 4: DECLARATION This form must be signed.

I declare that I am the applicant and all information given is true and correct.	Applicant signature:	Date:
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**PLEASE FORWARD THIS APPLICATION TO**

**E-mail:** compliance.admin@bawbawshire.vic.gov.au    **Mail:** Compliance Department, Baw Baw Shire Council  
 PO Box 304  
 Warragul VIC 3820

**Phone:** (03) 5624 2411

**In Person:** Customer Service Centre: 33 Young Street, Drouin

**OFFICE USE ONLY**

Fee	Receipt number	Date received	Received by
Application    \$40.20			
Permit            \$543.30			

**IMPORTANT INFORMATION**

Your application will be processed within 5 - 10 business days of receipt. If you have any questions, or require assistance completing this form, please contact Community Compliance on 5624 2411.

A Council Officer will inspect the property to ensure compliance with the Code of Practice for the Operation of Boarding Establishments pursuant to the *Domestic Animals Act 1994*.

The registration is renewable every year (10 April) and not transferable unless Council is notified in writing at least 30 days prior to transfer.

**PRIVACY STATEMENT**

The personal information requested on this form is being collected to enable Council to consider the permit application. Council will use this information for this purpose, or one closely related, and may disclose this information by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to Council for access and/or amendment of the information by contacting Council's freedom of information/privacy officer on 5424 2411.

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<b>Baw Baw</b>	<b>T</b> +61 3 5624 2411	<b>E</b> bawbaw@bawbawshire.vic.gov.au	PO Box 304
<b>Shire Council</b>	<b>F</b> +61 3 5622 3654	<b>W</b> bawbawshire.vic.gov.au	Warragul
			Victoria 3820