

# Application: registering a dog or cat for the first time

## Before you begin:

- It is faster and easier to apply online by visiting: [frankston.vic.gov.au/Our-Community/Animals](http://frankston.vic.gov.au/Our-Community/Animals)
- If you can't apply online, please use this form to apply in person or mail it to the address above (with copy of desexing certificate and your pension card as relevant)
- We will issue a tag on the spot for in person applications, otherwise we will mail your pet's tag to you.
- Please remember, only microchipped and desexed animals can be registered (some exemptions apply – see section below)
- Current pricing ([including discounts available to concession card holders](#)) is available by visiting the website above or phoning Council on: **1300 322 322**
- Registration fees are non-refundable and include a State Government levy of \$4.23 which is primarily used to fund responsible pet ownership programs

## Registration and fees information

It is a legal requirement for all dogs and cats over the age of three months to be registered in the municipality where they live.

**As from 1 September 2008 all dogs/cats registered for the first time in the Frankston municipality must also be desexed.**

However, State Government legislation does allow for the following exemptions from desexing:

- A dog/cat that is owned by a person who is a current member of an applicable organisation ([proof of the animal's pedigree and your membership is required](#))
- A dog/cat that is the subject of [written veterinary advice](#) that its health is liable to be significantly prejudiced if it is desexed
- Dogs that guard non-residential premises and dangerous dogs that have undergone protection training (in accordance with the Act)
- A dog/cat that is owned by a person or body that conducts a domestic animal business and uses the animal for breeding purposes in connection with that business

### Payment of fees

Registration fees must be paid by 10 April each year. Payments can be made online or by visiting a Frankston City Council Customer Service centre.

**If payment online or in person is not possible, officers will call upon receipt of this form to arrange payment by phone or mail.**

### Failure to register

The maximum penalty for failing to apply to register a cat/dog is 20 penalty units.

### Release of impounded animals

A fee will be charged for impounded animals and if unclaimed, they will be kept for eight days.

### If your animal is missing

Please phone the Lost Dogs' Home on: **9702 8055**

The Lost Dogs home is located at 920 Thompson Road, Cranbourne. Open Monday to Thursday 10am - 5:30pm, Friday 10am – 4:30pm, Saturday to Sunday 9am – 12:30pm and some public holidays (for reclaims only).

### Registration tags

The owner of a dog/cat found outside its registered address without a tag is guilty of an offence and could receive a fine up to two penalty units. Animals should wear a registration tag at all times. Contact Council if a replacement tag is required.

### Privacy notification

The information provided on this form is subject to Section 18 of the Domestic Animals Act 1994 and will be used to update the public animals register as prescribed under the Act.

## Section 1: Your details

First name	Last name
<input type="text"/>	<input type="text"/>
Address of pet(s)	
<input type="text"/>	
Your Street Address (if different from above)	
<input type="text"/>	
Your Postal address (if different from above)	
<input type="text"/>	
Email	Easiest phone number to contact you on
<input type="text"/>	<input type="text"/>

## Section 2: Details about the pet(s) you are registering

Pet 1 - Second pet's details can be filled in on the next page.	Office use only
Animal Type <input type="checkbox"/> Dog <input type="checkbox"/> Cat	Valid pension card sighted <input type="checkbox"/> Yes
Name <input type="text"/>	Fee \$ <input type="text"/>
Age or date of birth <input type="text"/>	Tag number <input type="text"/>
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Animal ref number <input type="text"/>
Microchip number (15 digits) <input type="text"/>	Valid desexing certificate <b>or</b> Permanent exemption letter from vet attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Breed <input type="text"/>	If no, current animal association membership card <b>and</b> pedigree certificate attached?* <input type="checkbox"/> Yes <input type="checkbox"/> No
Colour <input type="text"/>	<i>*Record animal and owner membership numbers on Pathway.</i>
Desexed (proof required) <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, valid temporary desexing exemption letter from vet attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dangerous <input type="checkbox"/> Yes <input type="checkbox"/> No	Check <b>declaration section</b> signed <input type="checkbox"/> Yes
Menacing <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>*Application unable to be processed unless signed</i>
	Further details:

The declaration on last page of this form must be complete before your application can be processed.

**Pet 2** – It is an offence to keep more than two dogs and/or cats without a permit from Council. (Town Planning permits may also be required). **The penalty for failing to register a dog/cat is 20 penalty units.**

Animal Type  Dog  Cat

Name

Age or date of birth Sex

Male  Female

Microchip number (15 digits)

 -  -  -  - 

Breed

Colour

Desexed (proof required)  Yes  No

Dangerous  Yes  No

Menacing  Yes  No

Restricted breed  Yes  No

**Office use only**

Valid pension card sighted  Yes

Fee \$

Tag number

Animal ref number

Valid desexing certificate **or** Permanent exemption letter from vet attached?

Yes  No

If no, current animal association membership card **and** pedigree certificate attached?\*

Yes  No

*\*Record animal and owner membership numbers on Pathway.*

If no, valid temporary desexing exemption letter from vet attached?

Yes  No

Check **declaration section** signed  Yes

*\*Application unable to be processed unless signed*

Further details:

The declaration on last page of this form must be complete before your application can be processed.

*Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.*

### Section 3: Declarations

#### **ALL PET OWNERS TO COMPLETE**

Penalty for wilful omission or incorrect declaration – five penalty units.  
Proof must be submitted with this application via supporting documents.

**The section below must be fully completed.**

I, the undersigned, make application for registration of the dog(s)/cats(s) described above and declare the information to be true and correct.

Signed  Date

I am 18 years or over (please tick)\*  Owner date of birth

*\*For the purpose of the Domestic Animals Act 1994 where the owner of a dog or cat is under 18 years of age the parent or guardian of that person is deemed to be the owner.*

#### **ALL DOG OWNERS TO COMPLETE**

Please note the provisions of Domestic Animals Act 1994 3(1) & 3(3) in relation to the keeping of 'RESTRICTED BREED DOGS'

A 'RESTRICTED BREED DOG' means a dog that is one of the following breeds:

- Dogo Argentino
- Fila Brasileiro
- Japanese Tosa
- American Pit-bull Terrier or Pit-bull Terrier
- Perro de Presa Canario or Presa Canario

I declare that I have correctly indicated whether the dog(s) identified in this application is or is not a restricted breed. I declare that to the best of my knowledge and belief all the above information is true and correct.

Printed name of applicant

Signature  Date

*Please note: Section 10(3) of the Act states that the maximum penalty for not completing a declaration is 10 penalty units.*

Frankston City Council promotes responsible pet ownership