

# Application for Lifetime Registration for Companion Animals

Companion Animals Act 1998

Expiry Date: 30 June 2019

Please use this form to apply for lifetime registration of a cat or dog under the Companion Animals Act 1998. Make sure you attach a copy of a **Certificate of Identification** or a completed copy of a **Permanent Identification** form. Please note that if you give false or misleading information you may be fined up to \$880.

**Note**

If you are claiming a reduced registration fee, you must provide the following proof:

- **Desexed** – a letter, certificate or clear receipt from a vet or a statutory declaration from the owner.
- **Recognised Breeder** – proof of current membership of Dogs NSW, NSW Cat Fanciers Association, Waratah State Cat Alliance (now trading as Australian National Cats Inc.) or any other body approved by the Chief Executive, and, documentation verifying the cat or dog is of a breed accepted by the recognised breeder body, and, a signed statement from the member that the animal is to be kept for breeding purposes.
- **Pensioner** – current pensioner concession card or other proof of status as an eligible pensioner.
- **Eligible pound or shelter** – includes a NSW council pound, the Animal Welfare League NSW, the Cat Protection Society of NSW Inc. and the RSPCA NSW. Proof of desexing and proof of sale or transfer from an eligible pound or shelter required.
- **Assistance animal** – a signed statement from a recognised assistance animal training organisation (eg NSW Guide Dog Association) that the animal is trained, or is being trained, as an assistance animal and is used as an assistance animal.
- **Working dog** – the owner must satisfy council that the dog is primarily used for the droving, tending, working or protecting of stock (includes a dog being trained as a working dog).

Registered racing Greyhound – Greyhound registered in accordance with the rules under the Greyhound Racing Act 2009.

If you are sending this registration form to council, make sure you send copies, not originals, of these documents as they won't be returned to you.

**About this form**

**Lodgement & Fees**

Please follow the instructions on Page 2 & 3. **Incomplete forms will not be processed and will be returned to you.**

**Any questions**

Phone Customer Service on (02) 9391 7000, or call in personally (see page 2).

## Animal Details

**1. Animal Details**

Microchip No.: 

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Animal's Name: ..... Animal's Date of Birth: .....

Species:  Dog or  Cat Breed: .....

Gender:  Male or  Female Colour/Identifying marks: .....

Desexed:  Yes or  No (If yes, proof required)

Declared dangerous dog:  Yes or  No Date order/declaration issued.....

Currently lost animal:  Yes or  No Date lost: .....

**NOTE:** If animal is lost registration cannot occur until found, no changes can be made to the record.

## ▼ Owner details

**2. Owner** Title:  Mr  Mrs  Miss  Ms  Other:.....

Name: .....

Residential address:.....  
 ..... Post Code:.....

Postal address (if different from residential): .....  
 ..... Post Code:.....

Secondary address (eg. Holiday house optional): .....  
 ..... Post Code:.....

Mobile ph:..... Work ph:.....

Home ph: ..... Email: .....

Identification (Drivers licence, Medicare card or Australian passport):  
 .....Sighted by: .....

**3. Secondary Contact Details (optional)** Name: .....

Mobile ph:..... Work/Home ph:.....

## ▼ Signature

**4. Owner declaration** I the person whose details appear above, of the above address do solemnly and sincerely declare that I am the owner of the said animal. The information provided by me on this form is true and accurate.

Owner's signature: ..... Date: .....

## ▼ Registration Type

**5. Registration Type**

\$207.00	<input type="checkbox"/>	Non-desexed
\$ 57.00	<input type="checkbox"/>	Desexed (proof required)
\$ 57.00	<input type="checkbox"/>	Recognised breeder (proof required)
\$ 28.50	<input type="checkbox"/>	Animal sold by eligible pound or shelter (proof required)
\$ 24.00	<input type="checkbox"/>	Pensioners (only if animal is desexed – proof required)
\$ nil	<input type="checkbox"/>	Assistance animal (statement from animal training organisation)
\$ nil	<input type="checkbox"/>	Working dog (used for droving, protecting etc live stock)

Fees are prescribed by Clause 18 of the Companion Animals Regulation 2018 and change annually.

Please contact Council's Customer Services staff to confirm the fee applicable for your nominated registration type.

To be completed by Council's Cashier and Customer Service Officer. GST is not applicable. Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer:.....Date: ..... <input checked="" type="checkbox"/> Cashier: .....Date: .....				<b>OFFICE USE ONLY</b>
	Fee type	Amount	Date	Receipt Code
	Registration Fee			245
	Total:			

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360  
**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000  
**Fax:** (02) 9391 7044  
**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Administration Officer handling your application in the Compliance section.  
  
Phone: (02) 9391 7144 or (02) 9391 7152

**Acknowledgement** You will receive a certificate acknowledging your animal's registration.

### **Fees**

The fees are statutory fees prescribed by Clause 18 of the *Companion Animals Regulation 2018* and change annually. Please contact Council's Customer Services staff to confirm the applicable fee before lodging this form.

### **Payment methods**

**In Person**

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**By Mail**

For credit card payments, complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### **Making a personal visit?**

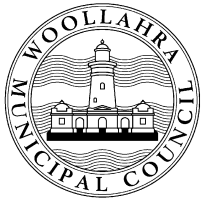
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## ▼ Privacy notification

The personal details requested on this form are required under the *Companion Animals Act 1998* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. The information collected on this form will be recorded electronically in the NSW Companion Animals Register, maintained by the Department of Local Government. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA																
Full Name on Credit Card																				
Credit Card No.				--																
Card Expiry Date			--			Total Amount Paid	\$													
Cardholder's Signature																				
Date						Contact Phone No.														

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For \_\_\_\_\_

Council Reference Eg. DA No.etc \_\_\_\_\_

Address (where applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	