Keeping more than the allowed number of animals Information sheet

Gladstone Regional Council *Local Law No. 1 (Administration) 2011* & *Local Government Act 2009*,
Gladstone Regional Council *Local Law No. 2 (Animal Management) 2011*

When is an application required?

A Keeping more than the allowed number of animals application is required to be completed and submitted where a person wishes to keep more than the allowable number of dogs or cats at a property in accordance with the Local Law.

The Gladstone Regional Council *Subordinate Local Law No. 2 (Animal Management) 2011* states that an approval is required where you wish to keep:

- More than 2 dogs over the age of 12 weeks on an allotment* in a designated town area**, unless
  - The area of the allotment is 10,000m2 or more; or
  - There is a caravan park on the allotment
- More than 1 dog over the age of 12 weeks on any premises which are multi-residential premises**.
- More than 2 cats over the age of 12 weeks on an allotment in a designated town area*, unless there is a caravan park on the allotment

allotment means a single parcel of land, or several parcels of land that share a common border (touching), in the same ownership or same occupation.

****designated town area*** means an area included in a zone in a planning scheme of the local government other than the rural zone planning scheme of the local government.

*****multi-residential premises*** means each of the following:

a) A residence which forms part of a group of 2 or more residences in circumstances where 2 or more of the residences of the group are directly adjacent to each other and share a common wall or a ceiling in circumstances where 1 residence is directly under the floor of another residence; or

b) A residence which forms part of a group of 2 or more residences in circumstances where 2 or more of the residences of the group are adjacent to each other and share common facilities, for example, community facilities for carparking, entertainment, dining or recreation; or

c) A residence situated on a lot which forms part of a community title scheme as defined in the *Body Corporate and Community Management Act 1997*.
Examples of multi-residential premises include flats, boarding houses, tenement buildings, home units, townhouses and duplexes.

Inspection of property

A Council Local Law Officer will contact you to arrange an inspection of the nominated property.

During the inspection the Officer will evaluate, amongst other things whether:

- the enclosure provided for the animals is sufficient to prevent the animals from wandering or escaping from the property;
- that the animal waste is disposed of in an appropriate manner;
- whether each animal on the property is registered with Council or an application for registration of each dog has been submitted
- the history of the animals and/or property

Neighbours Consent

Council requires your neighbours written consent with your application. Neighbours with adjoining boundaries are required to give consent to the keeping of your animals on your property.

If you are unable to get consent, please still include the address on the Neighbours Consent form and either tick the appropriate box or note the reason you were unable to get them to sign the form.

Example of which neighbours are required to give consent:

Applicant

Require neighbour signature



Note: If you are in a multi-residential property and you intend to use a common area with the complex as a part of the area where you intend to keep the animal you must also obtain permission from the person or body that manages/controls the common area.

Registration requirements

All dogs and cats over the age of 12 weeks are required to be registered with Gladstone Regional Council. Where the dog or cat is over 12 weeks of age, it must be registered within 14 days of being kept within the Local Government Area unless the person has a reasonable excuse. This requirement for registration is detailed in:

- *Animal Management (Cats and Dogs) Act 2008* for dogs
- Gladstone Regional Council *Local Law No. 2 (Animal Management) 2011* for cats.

How to submit the application with Council

Once completed, this form along with the application fee and attachments can be submitted:

- **In person** at any Council Administration Centre during business hours
- **Emailed** to info@gladstone.qld.gov.au

Post to Gladstone Regional Council, PO Box 29, Gladstone Qld 4680

Application Checklist – Please ensure that all the below are completed/attached to application form	
☐	Microchip details for the animal correct with current owner's details
☐	Neighbours Consent section must be completed, signed, and attached
☐	Property Owner or Property Agent has signed the application form

☐	Site Plan attached indicating the below:
	• Location of residence and all existing structures on the property
	  ○ if multi-residential, indicate the location of your residence within the entire complex and all existing structures
	• Boundary of adjoining properties
	  ○ if multi-residential, indicate the location of neighbouring residences within the complex and all external properties adjoining the full complex
	• Location of roads, waterways (creeks, etc) or gates
	• The proposed location of the enclosure if animals are kept in pen or other outside facility

☐	Current approved animal registration fees are paid in full
☐	Application signed and dated by the applicant

GLADSTONE REGIONAL COUNCIL

PO Box 29, Gladstone Qld 4680
Phone (07) 4970 0700 Fax (07) 4975 8500
Email info@gladstone.qld.gov.au
Website www.gladstone.qld.gov.au

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

Keeping More Than the Allowed Number of Animals Application Form

Gladstone Regional Council's registration period runs annually between 1 November to 31 October

Gladstone Regional Council *Local Law No. 1 (Administration) 2011* & *Local Government Act 2009*,
Gladstone Regional Council *Local Law No. 2 (Animal Management) 2011*
Animal Management (cats and Dogs) Act 2008

Type of Application: Please only tick 1

☐ **Keeping more than 2 dogs** ☐ **Keeping more than 2 cats** ☐ **Keeping more than allowed in Multi-Residential Premises**

Animal Owner Details: Owner must be 18 +

Title: **Surname:** **Given Name/s:**

Postal Address:

DOB: **Email:** **Phone:**

Queensland Pensioner Concession Card: ☐ Yes (attach a copy of both sides of the card)

Veterans Gold DVA Card: ☐ Yes (attach a copy of both sides of the card)

NOTE: you may choose to complete a Pensioner Concession Application, this will ensure you do not need to present your card during each renewal period you are eligible to receive the discount, the form can be found on https://www.gladstone.qld.gov.au/pension-concession-application

Authorised Person (not mandatory): An Authorised Person can act on behalf of the owner in relation to the animal/s e.g. update details

Authorised Person Name: **DOB:** **Phone:**

Alternative Contact (not mandatory): An Alternative Contact will only be called if the animal becomes lost

Alternative Contact Name: **Phone:**

Disclosure of Details to a Third Party

I authorise Gladstone Regional Council to provide my details to a third party to enable the return of my animal ☐ Yes ☐ No

	Animal 1	Animal 2	Animal 3	Animal 4
Name				
Age/DOB				
Cat/Dog	☐ Cat ☐ Dog	☐ Cat ☐ Dog	☐ Cat ☐ Dog	☐ Cat ☐ Dog
Male/Female	☐ Male ☐ Female	☐ Male ☐ Female	☐ Male ☐ Female	☐ Male ☐ Female
Desexed	☐ Certificate attached	☐ Certificate attached	☐ Certificate attached	☐ Certificate attached
Breed				
Colour				
Regulated Dog	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Microchip No.				
Reference No.				

Address of where animal/s are kept:

Total number of animals to be kept at the property:

_____ **dogs** / _____ **cats**

Are you the **owner of the property**? ☐ Yes ☐ No – must complete property owner or property agent consent section below

Property Owner or Property Agent Consent: Where you are not the property owner, you must have the property owner or agent consent by

having them complete this section of the form prior to submitting

Property Owner Name or Property Agent Contact Name:

Sign Here

Property Owner or Property Agent's Signature **Date**

Common Area Consent: if you are proposing to keep the animals in a multi-residential premises and you intend to use a common area as a part of the area for keeping the animals you must have consent from the person or body who manages/controls the area.

Person/Body Name: **Position:**

Sign Here

Person/Body Signature **Date**

Additional Classification – please tick if relevant

- ☐ **Guide / Assistance Dogs** – Attach copy of certification from Guide, Hearing and Assistance Dogs QLD by presenting a primary or alternative handlers' card
- ☐ **Registered Breeder** – Attach copy of Registered Breeder certification from Dogs QLD/Cats QLD
- ☐ **Transfer from another Council** - Attach proof of current registration from previous Council

Lodgement Declaration

- I declare that the information provided is true and correct, and I am the legal owner of the animal/s detailed in this form
- I acknowledge that any changes to registration details (e.g. postal address, phone number, ownership) must be made in writing to Council within 7 days of the change occurring
- My dog is not a restricted breed (i.e. Dogo Argentino, Fila Brasileiro, Japanese Tosa or of the type commonly known as 'American Pit Bull Terrier' or 'Pit Bull Terrier') or any crossbreed thereof
- I acknowledge that I am over 18 years of age and understand I am now responsible for the animal/s listed and am liable for any fees, charges, penalties, restrictions, conditions, fencing/enclosure requirements, and all ongoing registration responsibilities
- I confirm the property where the animal is kept is not a vacant allotment, i.e., there is currently an occupied residence on the property, and the property has a suitable enclosure and/or adequate fencing to prevent my animal(s) from escaping
- I acknowledge that the registration period is from the 1 November to 31 October and requires an annual renewal payment
- I acknowledge that Council reserves the right to refuse registration due to non-compliance with Council's Local Laws and compliance action may commence
- I declare that the information provided is true and correct, and I am the legal owner of the animal/s detailed in this form

Privacy Act Personal Information Collection Notice

Gladstone Regional Council is collecting your personal information and that of the alternate emergency contact person to process your application for new animal registration or transfer of registration from another local government area. Council is authorised to do this under Local Law No.1 (Administration) 2011, Local Law No.2 (Animal Management) 2011 and Local Government Act 2009.The information collected will be entered into Gladstone Regional Council's names and address database and may be used for any necessary Council business. The information will only be accessed by authorised Council employees. Some of this information may be given to a person who finds your animal and wishes to return it to you. This information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Owners Acceptance: Please sign if you agree to the above Lodgement Declaration and Privacy Act Personal Information Collection Notice

Sign Here

Animal Owner's Signature **Date**

Lodgement Options: If not submitted in person, you will be contacted for payment

Email – info@gladstone.qld.gov.au
Post – to Gladstone Regional Council, PO Box 29, GLADSTONE QLD 4680
In Person – At any Council Administration Centre during cashier hours

Office Use Only

Receipt No.: ☐ Attachments Included ☐ Checked More than Allowable ☐ COD advised

☐ New Tenant ☐ New Owner

Neighbour Consent – MUST be completed, signed, and submitted with application

If required, please photocopy this page

Dear Neighbour, I am applying to Council to keep ____ number of dogs/cats at _____.
Number Applicant Address

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Neighbour Consent – MUST be completed, signed, and submitted with application

If required, please photocopy this page

Dear Neighbour, I am applying to Council to keep ____ number of dogs/cats at _____.
Number Applicant Address

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**

Name: **Phone:**

Address:

Please tick a box:

☐ Neighbour has no objection ☐ Neighbour objects ☐ Neighbour refused to sign ☐ Applicant was uncomfortable to approach neighbour ☐ Applicant was unable to get neighbours signature ☐ Vacant land or property

Other:

Signature: **Date:**