

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

## Transfer of Animal Registration Ownership Form

This form is to be used when transferring ownership of animals that are already registered within the Gladstone Regional Council Area.

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

### Animal Owner Details (New Owner): 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/>

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       | <input type="checkbox"/> Cat                  | <input type="checkbox"/> Dog    | <input type="checkbox"/> Cat                  | <input type="checkbox"/> Dog    | <input type="checkbox"/> Cat                  | <input type="checkbox"/> Dog    | <input type="checkbox"/> Cat                  | <input type="checkbox"/> Dog    |
| Male/Female   | <input type="checkbox"/> Male                 | <input type="checkbox"/> Female | <input type="checkbox"/> Male                 | <input type="checkbox"/> Female | <input type="checkbox"/> Male                 | <input type="checkbox"/> Female | <input type="checkbox"/> Male                 | <input type="checkbox"/> Female |
| Desexed       | <input type="checkbox"/> Certificate attached |                                 | <input type="checkbox"/> Certificate attached |                                 | <input type="checkbox"/> Certificate attached |                                 | <input type="checkbox"/> Certificate attached |                                 |
| Breed         |                                               |                                 |                                               |                                 |                                               |                                 |                                               |                                 |
| Colour        |                                               |                                 |                                               |                                 |                                               |                                 |                                               |                                 |
| Regulated Dog | <input type="checkbox"/> Yes                  |                                 | <input type="checkbox"/> Yes                  |                                 | <input type="checkbox"/> Yes                  |                                 | <input type="checkbox"/> Yes                  |                                 |
| Microchip No. | -----                                         |                                 | -----                                         |                                 | -----                                         |                                 | -----                                         |                                 |
| Reference No. |                                               |                                 |                                               |                                 |                                               |                                 |                                               |                                 |

Address of where animal/s are kept:

**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
- ☐ Transfer from another Council - Attach proof of current registration from previous Council
- ☐ Registered Breeder – Attach copy of Registered Breeder certification from Dogs QLD/Cats QLD

**Previous Animal Owner's Details and confirmation of transfer:** Please sign this section if you approve the transfer of ownership of the animals detailed on this form to the person detailed as New Owner.

Name:

Address:

Phone:

Could previous owner's signature be obtained? ☐ Yes ☐ No

If no, please attach either:

- a completed Statutory Declaration stating you are the responsible person of the animal, or
- a copy of the previous owner's Death Certificate.

*Sign Here* →

Previous Owner's Signature

Date

**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

**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.

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

*Sign Here* →

New Owner's Signature

Date

**Lodgement Options:** If not lodged in person, Council will contact for payment

Email to [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au)

Post to Gladstone Regional Council, PO Box 29, GLADSTONE QLD 4680

In Person at any Council Administration Centre during business hours

**Office Use Only**

|              |                                               |                                                      |                                       |    |
|--------------|-----------------------------------------------|------------------------------------------------------|---------------------------------------|----|
| Tag No.      | 1.                                            | 2.                                                   | 3.                                    | 4. |
| Receipt No.: | <input type="checkbox"/> Attachments Included | <input type="checkbox"/> Checked More than Allowable | <input type="checkbox"/> COD advised  |    |
|              | <input type="checkbox"/> New Tenant           | <input type="checkbox"/> New Owner                   | <input type="checkbox"/> KMTA advised |    |