



Approved Form 2.5 Keeping of Animals

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 2 (Animal Management) 2022

Cassowary Coast Regional Council Subordinate Local Law No. 2 (Animal Management) 2022

- The permit application fee is to be paid prior to assessment and is non-refundable.
- Excess animal permits are **ONLY** granted in special cases with exceptional circumstances.
- The maximum amount of dogs allowed to be kept on a property with an approved permit is three (3).
- Your application will not be properly made unless the **Approved Form 1.7: Application to Council (What I Want)** is attached and returned together with this form.
- The application will be refused where the applicant, applicant's animal/s or address where the animals are to be kept have been the subject of complaint to the local government about a local laws matter where the complaint has been investigated by Council and has been found to be valid.
- Should your application be refused, the number of dogs at the premises must be reduced to two (2).

Information about the excess animal (dog):

Animal name:			
Breed:			
Sex:	☐ Male	☐ Female	
Date of birth:			
Is the animal Desexed?:	☐ Yes (attach desexing certificate)	☐ No	
Colour:			
Description of animal including distinguishing features or marks:			
Is the animal registered with Council?:	☐ Yes (provide animal ID number below)	☐ No	
	Animal ID number:		
Microchip number:			
Describe the enclosure in which the animal is to be kept:			
What are the exceptional circumstances for the keeping of the animal?:			

Property Details:

How many dogs are currently kept at the property?:

Do you intend to breed any of the dogs?:

☐ Yes

☐ No

Do you own this property?:

☐ Yes

☐ No

Are you renting the property?:

☐ Yes

☐ No

Are you share-housing at this property?:

(i.e. **NOT** the lease holder)

☐ Yes

☐ No

Animal Enclosure Site Plan:



Please provide a clear site plan containing details and dimensions of the enclosure, shelter, distances from boundaries and residences. **Current photo must be included.** *Sketch the site plan below or attach a copy.*

Checklist:



Please check that you have attached copies of the relevant information to this form:

- ☐ Approved Form 1.7: Application to Council (What I Want)
- ☐ A copy of your driver's licence including residential address
- ☐ Animal enclosure site plan and photos of the animal enclosure
- ☐ A photo of each animal
- ☐ Microchip certificate(s)
- ☐ Desexing/sterilisation certificate(s)
- ☐ If the dog has not been registered with Council previously, please complete the dog registration

Application Fee:

Please refer to “Regulatory Services - Schedule of fees and charges for permits and licences” on Council’s website. The permit application fee is to be paid prior to assessment and is non-refundable.

Payment Options

Please note that payment can only be made after the application is received and processed by Council

BPay:	☐ Please tick if you would like an invoice to be emailed so you can pay by BPay
In person:	☐ Payment by EFTPOS at Customer Service Centres
Via phone:	☐ Please tick if you would like to pay by credit card, and an officer will call you to take payment

Please return your completed application via one of:

By email: enquiries@cassowarycoast.qld.gov.au
By post: Cassowary Coast Regional Council, PO Box 887, Innisfail QLD 4860
In person: For Customer Service locations & office hours, visit: [Contact Council | Cassowary Coast Regional Council](#) or phone 1300 763 903

Customer Acknowledgement / Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

In seeking this approval, I understand that the Animal Management (Cats and Dogs) Act 2008 requires all resident dogs over the age of 3 months to be registered without exemption with Cassowary Coast Regional Council and I agree:

- To ensure that animals do not create a nuisance nor a risk to human health or safety;
- To prevent environmental harm and environmental nuisance resulting from the keeping of animals and to protect the amenity of the local environment;
- To ensure the animals are kept in a way that is consistent with the rights, expectations and enjoyment of the local community;
- That if a complaint is made against any of the animals subject to this application and the complaint is substantiated by an authorised person, the permit to keep the excess number of animals on the property may be withdrawn or amended by CCRC and I may have to reduce the number of animals back to the prescribed level for the property subject to the approval;
- I understand that the approval is issued to the person and property named in this application and it is NOT transferrable;
- That an onsite inspection will be made by an Authorised Officer at an arranged date and time.
- I understand that excess animal permits may only be granted in special cases with exceptional circumstances.
- That an application may be refused where the animal(s) have caused a nuisance under Council’s Local Laws.
- That the maximum amount of dogs allowed to be kept on a property with an approved permit is three (3).

Print name:		Signature:		Date:	
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Cassowary Coast Regional Council – Information Privacy Statement

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (QLD)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council’s Privacy Policy on Council’s website www.cassowarycoast.qld.gov.au

Criteria for assessment of application:

Council must assess your application under the General Criteria under Local Law No. 1 (Administration) 2022

1. that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. how the activity will benefit the good rule and governance of Cassowary Coast;
6. how the activity will not be detrimental to the good rule and governance of Cassowary;
7. whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Council must assess your application against the additional criteria under Local Law No. 2 (Animal Management) 2022 that apply to this activity specifically:

9. proof that the premises is physically suitable for the keeping of the animal/s;
10. proof that the animal/s will be adequately supervised by a person resident on the land (not necessarily the applicant for this permit);
11. proof that any enclosure the animal/s are to be kept in is of a suitable standard;
12. proof that the animal/s will not cause a nuisance, inconvenience or annoyance to neighbours;
13. proof that the presence of the animal/s will not affect the amenity of the surrounding area;
14. indicate whether you, the animal/s or the premises have been the subject of a complaint to Council under the Local Laws;
15. proof that the activity will not harm public health, safety and amenity; and proof that the activity will not cause environmental harm;
16. indicate whether there is a likelihood that there will be an effect on the local environment, potential for pollution or there will be any other environmental damage specifically from the keeping of animal/s.

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au**Approved Form 1.7 Application to Council (*What I Want*)****Applicable Law:***Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022*

For most applications to Council, you must complete **Approved Form 1.7: Application to Council (*What I Want*)** and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Applicant details:

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Applicant's name:	First name	Surname
Applicant's phone:		
Applicant's email:		
Residential address:		
Postal address:		

Business details (*if applicable*):

Business name:	
ABN:	
Phone number/s:	
Email address:	
Postal address:	
Director name(s):	
Name of agent / contractor <i>(if not the applicant)</i>	

New Permit - provide a brief description of the activity you want permitted:

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Property where the activity is to take place (if applicable):

Property ID number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>
Property description: (lot and plan) <i>To be completed by Council if not known</i>	
Property address:	
Street / park name:	
Name of owner of property if not the applicant:	

Fee waiver / fee reduction request:

Not-for-profit and charity organisations may apply for a waiver or reduction of fees.
Proof of not-for-profit status must be provided for an applicant to be considered for a fee waiver or reduction.

Is this application for a charity or not-for-profit organisation?	☐ Yes – proof of status attached	☐ No (not eligible)
Is the initiative/event for a community purpose?	☐ Yes	☐ No (not eligible)
Is the not-for-profit organisation based on the Cassowary Coast?	☐ Yes	☐ No (not eligible)

Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application:

Print name:		Signature:		Date:	
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The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please note an application to Council may require approvals under another Act, for example in relation to development, building, liquor, carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 *Cassowary Coast Regional Council Local Law No 1 (Administration) 2022*.