

Attachment checklist

You must attach all of the following to this registration:

- Proprietor signed copy of the relevant Code of Practice that applies to the applicable animal business.
- Current certificate of insurance with public liability insurance with a minimum \$10,000,000 liability.
- Planning permit or statement establishing lawful use of the land as a Domestic Animal Business (if applicable).
- Proof of membership from an 'applicable organisation' as approved by the Minister for Agriculture (if applicable).

Inspection of premises

An officer will contact the applicant for an inspection of the premises to ensure compliance with all relevant legislation and Codes of Practice pursuant to the Domestic Animal Act, Local Laws, Health and/or Planning and Environment Acts.

In preparation for the inspection please also have available the following:

- Details of experience and training in animal care of manager or person in charge.
- Written agreement with veterinarian who will be on call for the treatment of animals.
- Emergency Management Plan.
- Procedures manual or details of:
 - admission requirements
 - staff requirements including vaccination details of staff
 - Vaccination and inspection of dogs
 - check lists or record keeping methods (including animal record keeping)
 - cleaning procedures.
- Waste Management Plan.
- Details of any home boarding arrangements and address of premises to be used.
- A plan of the business premises including the dimensions of all enclosures and animal housing and the location of required fire extinguishers and other fire protection measures.
- Ensure all dogs and cats residing at the premises are currently registered with Macedon Ranges Shire Council.

An application to register may be refused if the business or land use is found to be non-compliant with legislative or permit requirements.

Privacy

The personal information collected is in accordance with the Domestic Animals Act 1994 and Council's Privacy Policy, which is available to view at mrsc.vic.gov.au/privacy. Council representatives may contact applicant/s via the details provided in your application, which may be by phone, SMS, post and/or email. If you have any concerns about this, contact our Local Laws Unit.