

# APPLICATION TO CONDUCT A KENNEL OR CATTERY

Local Law 1 (Administration) 2011  
Subordinate Local Law 1.5 (Keeping of Animals) 2011  
Local Law 2 (Animal Management) 2011  
Subordinate Local Law 2 (Animal Management) 2011



<b>Purpose</b>	<p>This application is for approval to operate as a kennel or cattery, whether that is for commercial purposes as a place of boarding for cats and dogs, or for recreational purposes where more than four dogs or six cats will be held on the property. Please complete the sections relevant to your circumstances.</p> <p>Approvals are valid for one year, and Council officers will inspect the property as part of the approval process (NOT by appointment). See Attachment A for assessment criteria.</p> <p>Application fees are non-refundable.</p>
<b>Applicant details</b>	<p>Full name _____</p> <p>Business name (if applicable) _____</p> <p>Kennel/cattery address _____</p> <p>Suburb _____ State _____ Post code _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Post code _____</p> <p>Contact phone number (24 hour contact) _____</p> <p>Alternative contact number _____</p> <p>Email address _____</p>
<b>Type of application</b>	<p><input type="checkbox"/> New application for kennel and/or cattery</p> <p><input type="checkbox"/> Renewal application. Existing application number _____</p> <p><input type="checkbox"/> Renewal application with changes. Existing application number _____</p>
<b>Commercial boarding kennel or cattery</b> If relevant	<p><input type="checkbox"/> Boarding kennel</p> <p>Maximum numbers to be kept _____</p> <p><input type="checkbox"/> Boarding cattery</p> <p>Maximum numbers to be kept _____</p> <p>Provide details of your personal animals on the <i>Cat details</i> form and ensure any dogs kept on the property are registered.</p>
<b>Recreational purposes – kennel</b> If relevant. Please tick all that apply	<p>Maximum numbers to be kept _____</p> <p>Personal dogs kept on the property must be registered.</p> <p><input type="checkbox"/> Breeding kennel - BIN _____</p> <p>Maximum number of litters each year _____</p> <p><input type="checkbox"/> Showing canines</p> <p><input type="checkbox"/> Training canines (obedience/agility)</p> <p><input type="checkbox"/> Greyhound recreation (retired)</p> <p><input type="checkbox"/> Greyhound training (racing)</p>

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<b>Recreational purposes – cattery</b> If relevant. Please tick all that apply	Maximum numbers to be kept _____ Provide details of your animals on the <i>Cat details</i> form and attach to this form. <input type="checkbox"/> Breeding cattery - maximum number of litters each year _____ <input type="checkbox"/> Showing felines <input type="checkbox"/> Training felines (obedience/agility)			
<b>Applicant declaration</b>	I declare that the information provided on this form and attachments is true and correct in every detail. I understand that I must abide by the minimum standards for keeping animals listed in Attachments B and C. I understand that an inspection will be conducted as part of the application assessment, as per the criteria in Attachment A (not by appointment), and that application fees are non-refundable. If I am not the owner of the property, I declare that the owner is aware of and approves of this application. Signature _____ Date _____			
<b>Privacy collection statement</b>	Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with <i>Subordinate Local Law 1.5 (Keeping of Animals)</i> . The information will be used to process this application to operate as a kennel or cattery, and to undertake any compliance actions as required. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.			
<b>Submit the form</b> Refer to the Animal Management Schedule of fees and charges for the application fee	<b>In person:</b> Customer Service Centres are located at: » 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)). » Customer Service Point, Riverway CityLibraries, 20 Sporting Drive, Thuringowa Central. (Card Only) 9.00am to 5.00pm, Monday to Friday. Closed Public Holidays. <b>Email:</b> enquiries@townsville.qld.gov.au <b>Mail:</b> Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810 (cheque or money order). Note: If payment is not received with the application, a customer service officer will contact you for credit card payment over the phone.			
<b>Office use only</b>	Date	Application fee	Receipt number	CRM number

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## Attachment A

This information from Subordinate Local Law 1.5 lists criteria that will be used to assess an application for a kennel or cattery.

<p><b>Subordinate Local Law 1.5</b> Refer to Schedule 1, Clause 4 of the local law</p>	<p>The following matters are considered when an application is received and assessed by Council.</p> <ol style="list-style-type: none"><li>1. Whether the premises on which the animal or animals are to be kept is appropriately sized so that the animal or animals can be effectively and comfortably kept on the premises.</li><li>2. Whether a residence exists on the premises.</li><li>3. Whether a proper enclosure is maintained on the premises in accordance with the requirements of Local Law No. 2 (Animal Management) 2011.</li><li>4. Whether the applicant for the approval or some other suitable person to supervise the animal or animals will be resident on the premises on which the animal or animals are to be kept.</li><li>5. Whether the animal or animals will be properly supervised.</li><li>6. If the application relates to the keeping of dogs or cats – whether the animals identified in the application are registered with the local government.</li><li>7. If section 14 of the Animal Management Act applies to the applicant for the approval – whether the applicant has complied with the requirements of the section.</li><li>8. Whether the applicant is a suitable person to hold the approval.</li><li>9. Whether the grant of the approval for the prescribed activity on the premises is likely to:<ol style="list-style-type: none"><li>a) cause an unreasonable nuisance, inconvenience or annoyance to occupiers of adjoining land; or</li><li>b) have a material adverse effect on the amenity of the surrounding area; or</li><li>c) have a deleterious effect on the local environment or cause pollution or other environmental damage.</li></ol></li><li>10. If the application relates to the keeping of cats or dogs:<ol style="list-style-type: none"><li>a) whether the animals have been desexed; and</li><li>b) whether the animals have been fitted with an approved microchip.</li></ol></li><li>11. If the application relates to the keeping of an animal or animals on multi-residential premises:<ol style="list-style-type: none"><li>a) whether the applicant is entitled to make use of a common area; and</li><li>b) whether the applicant has exclusive possession and control of the whole or a part of the common area for the purpose of keeping the animal or animals; and</li><li>c) Whether the applicant has the written permission of the person or body which manages or controls the common area, or a part of the common area, for the purpose of keeping the animal or animals.</li></ol></li><li>12. Where the animal or animals are to be kept on premises other than multi-residential premises and the applicant is not the owner of the premises – whether the applicant has the written permission of the owner of the premises to keep the animal or animals on the premises.</li><li>13. Whether the applicant has been refused a similar type of approval by the local government or another local government.</li></ol>
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## Attachment B

These requirements form part of the conditions for approval and are for animal keeping in general.

<p><b>Subordinate Local Law 2 (Animal Management) 2011</b></p> <p>Refer to Schedule 4 of the local law</p>	<p><b>Minimum standards for keeping animals generally</b></p> <p>A person who keeps an animal on premises must –</p> <ol style="list-style-type: none"><li>1) ensure that the animal is adequately identified so that the owner’s name, address and telephone number are readily ascertainable; and</li><li>2) ensure that waste waters from enclosures are drained in a nuisance free manner and that run-off is kept off adjoining premises or as otherwise directed by an authorised person; and</li><li>3) ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected at least daily and, if not immediately removed from the premises, is kept in a waste container of a kind approved by an authorised person; and</li><li>4) ensure that any enclosure in which the animal is kept is properly maintained in –<ol style="list-style-type: none"><li>(i) a clean and sanitary condition; and</li><li>(ii) an aesthetically acceptable condition; and</li></ol></li><li>5) take all reasonable steps to prevent the animal from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of –<ol style="list-style-type: none"><li>(i) adjoining premises; or</li><li>(ii) premises in the vicinity of the land on which the animal is ordinarily kept; and</li></ol></li><li>6) ensure that the area available to the animal kept on the premises is appropriately sized so that the animal can be effectively and comfortably kept; and</li><li>7) ensure that the animal is provided with, and has access to, adequate shelter, drinking water and appropriate food; and</li><li>8) ensure that any enclosure in which the animal is kept is not located within 10m of a place used for the preparation of food other than a place used for the preparation of food by the owner of, or the responsible person for, the animal; and</li><li>9) ensure that the animal does not make a noise that is excessive in all the circumstances, that is –<ol style="list-style-type: none"><li>(i) noise that is made for more than a total of 6 minutes in any hour from 7a.m. to 10p.m on any day; or</li><li>(ii) noise that is made for more than a total of 3 minutes in any 30 minute period on any day after 10p.m. or before 7a.m.</li></ol></li></ol>
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## Attachment C

These requirements form part of the conditions for approval and are specific conditions for kennels and catteries.

<p><b>Subordinate Local Law 2 Animal Management 2011</b></p> <p>Refer to Schedule 5 of the local law</p>	<p>Owners and others responsible for the cats or dogs must ensure that ALL of the following conditions are met:</p> <ol style="list-style-type: none"><li>1. The keeping of the animals on the premises:<ol style="list-style-type: none"><li>a) does not detrimentally affect the amenity of neighbouring premises</li><li>b) does not involve the storage in the open of goods, materials or activities associated with the keeping of the animals</li><li>c) does not cause fly breeding or vermin infestation.</li></ol></li><li>2. The premises are suitably and continuously ventilated to ensure that all areas on which animals are kept are free of dampness, nuisance odours and dust emissions.</li><li>3. Only rain water from uncontaminated areas may drain directly into the storm water system.</li><li>4. All spillages of wastes, contaminants and other materials are cleaned up immediately and are not cleaned up by hosing, sweeping or otherwise releasing such wastes, contaminants or materials to any storm water system or waters.</li><li>5. The premises are kept free of vermin and conditions offering harbourage for vermin.</li><li>6. All fixtures, fittings, equipment and facilities at the premises are maintained in a clean, tidy, sanitary and hygienic condition.</li><li>7. Waste waters from the washing down of floors, surfaces, enclosures and other areas is collected, and drained to, an approved pre-treatment device before discharge to the sewerage system.</li><li>8. Waste containers sufficient to accommodate the collection and storage of all waste generated as part of the operation of the premises are provided.</li><li>9. All waste containers are regularly cleaned and maintained in a clean, tidy, sanitary and hygienic condition.</li><li>10. The premises, including all buildings, structures, vehicles, car parks, access and egress routes, facilities and equipment of and incidental to the keeping of the animals is maintained at all times:<ol style="list-style-type: none"><li>a) in good working order and condition</li><li>b) in a clean and sanitary condition.</li></ol></li><li>11. All enclosures which form part of the operation of the premises are provided and maintained in a manner so as to:<ol style="list-style-type: none"><li>a) be clean and in a sanitary condition</li><li>b) prevent the escape of any animal kept in the enclosure</li><li>c) protect the safety of staff and the public</li><li>d) be in a state of good order and repair</li><li>e) avoid injury to any animal kept in the enclosure</li><li>f) permit regular cleaning of all internal and external surfaces of each enclosure and regular checking of any animal within the enclosure</li><li>g) be impervious and able to be effectively cleaned and sanitised</li><li>h) ensure the comfort of any animal kept in the enclosure and prevent the spread of disease.</li></ol></li><li>12. Animal feed is stored in insect and vermin proof containers.</li><li>13. If a code of practice for the operation of a cattery or a kennel has been approved by the local government – the cattery or kennel is operated in accordance with the requirements of the code of practice.</li></ol>
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