



Domestic Animal Services

Application for pet business licence

Sections 24F of the [Animal Welfare Act 1992](#)

Use this form to apply for a or a licence to operate a pet business. This includes fixed location businesses that offer one or more of the following services:

- pet shops, including pet shop businesses that rehome animals
- animal boarding establishments, including pet day care.

For businesses with multiple premises under the same business model/name, one application can be submitted with all addresses listed on the form.

Standard licences are valid for up to 5 years unless otherwise specified. Inspections may be arranged at any time as required.

Please note that an [application fee](#) must be paid upfront and is non-refundable, irrespective of the application's outcome.

Section 1 – Applicant details

First name:

Last name:

Position in business:

Business name:

Phone number:

Email:

Business address:

Business postal address (if different to above):

Section 2 – Nature of the business

Please select which of the following services apply to the business:

Note: one or more of the below may apply, including if this is not the primary service offered by the business.

Sale of animals

For example, a fixed location for-profit retail business that houses animals for sale, including if these animals are being rehomed on behalf of a not-for-profit. .

Animal boarding overnight

For example, a fixed location for-profit facility that boards pets for consecutive days at a time

Animal day care

For example, a fixed location for-profit facility that boards pets for a day or part day at a time.

Please provide further details of the nature of the business and the premises:

(e.g. the types of animals managed, number of staff, if volunteers are used, partnerships with rehoming organisations, size of the facility, if the above service/s are the primary service/s of the business).

Section 3 – Mandatory Codes of Practice

Please select which of the following mandatory codes of practice apply to the business:

Note: one or more of the below may apply.

[Animal Welfare \(Sale of Animals in the ACT other than Stock and Commercial Scale Poultry\) Mandatory Code of Practice 2021](#)

[Animal Welfare \(Overnight Animal Boarding Establishments\) Mandatory Code of Practice 2021](#)

[Animal Welfare \(Animal Day Care Establishments\) Mandatory Code of Practice 2021](#)

Section 4 – Application checklist

Before submitting your application, please ensure you have done the following.

Read the relevant mandatory code/s of practice to confirm the standards that apply to the business will be complied with.

Attach supporting evidence of any guiding policies and procedures such as an emergency management plan or instructions, standard operating procedures, training manual/notes and evidence of an agreement or relationship with a veterinary clinic.

Sign the below declaration confirming the business will comply with the mandatory standards outlined in the relevant code of practice.

Section 5 – Declaration

Please read the information carefully and mark to confirm you understand and accept the following.

I declare that the business complies with the mandatory standards set out in the relevant codes of practice.

I declare that the business complies with the [Animal Welfare Act 1992](#).

I understand that site inspections may be carried out by authorised inspectors during the term of the licence.

I understand that the Animal Welfare Authority may request further information before issuing the licence and may impose additional conditions.

I understand that the Animal Welfare Authority must be notified of any amendments required to the licence such as changes to the nature of the business.

I understand the Animal Welfare Authority may amend the licence at any time if in the interest of animal welfare.

I declare that the information I have provided is true and correct to the best of my knowledge. Providing false or misleading information is a serious offence (see Section 338 of the Criminal Code 2002).

Name:

Signature:

Date:

This form will be managed in accordance with our [privacy policy](#).

Post to: Domestic Animal Services, GPO Box 158, Canberra ACT 2601

Deliver to: Domestic Animal Services, 92 Mugga Lane, Symonston ACT 2609

Contact us: Domestic Animal Services on 02 6207 2959 or email CED.DASRegulation@act.gov.au

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