

Pet Business Licence Application Cover Form



Overview

Under section 24F of the Animal Welfare Act 1992 (Act), a person may apply to the Animal Welfare Authority (Authority) to operate a pet business.

The licensing framework currently applies to fixed-location businesses that offer one or more of the following services:

- Pet shops, including pet shop businesses that rehome animals; and
- Animal boarding establishments, including pet day care.
- Standard licences will be valid for three (3) years, unless otherwise specified, and inspections may be arranged at any time as required.

Codes of practice

Under section 24I of the Act, mandatory codes of practice serve as licence conditions in addition to any other conditions imposed by the Authority. These are the:

- 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.

These codes of practice can be found under the 'Regulations and Instruments' tab on the ACT Legislation Register for the Act.

Who should use this form

The manager, area manager or pet business owner of a business that offers one or more of the above services should complete this form on behalf of the business. For businesses with multiple premises under the same business model/name, one application can be submitted with the addresses listed on the form.

How to apply

Applicants must complete this form and attach supporting evidence to demonstrate compliance with the mandatory standards in the relevant code/s of practice. This may include any of the following documents where relevant to the mandatory standards:

- Standard operating procedures/policies
- Emergency management plan/procedure
- Any other plans, policies, procedures, instructions or written agreements relating to the care and management of animals by the business, such as standard operating procedures, training manual/notes, and/or evidence of an agreement or relationship with a veterinary clinic.

The completed application form and supporting documentation must be submitted to:
TCCS.AnimalManagement@act.gov.au

Enquiries

Requests for further information can be made via Access Canberra by calling 13 22 81 or sent to Domestic Animal Services at: TCCS.AnimalManagement@act.gov.au

Date: August 2021

Section 1 - Applicant and business details

Full name

Business name

Role/position (i.e. Manager)

Business address/es

Phone

Postal address/es (if different from above)

Email address

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.

Animals 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, etc.)

Section 3 - Mandatory Codes of Practice

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

Note: one or more of the below may apply in addition to any other conditions imposed by the Authority.

- 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/or 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 broader animal welfare legislation under the Animal Welfare Act 1992.
- I understand that a site inspection may be arranged with the business during the licence term, to be carried out by authorised inspectors.
- I understand that the Authority may request further information before issuing the licence and may impose additional conditions.
- I understand that the Authority should be notified of any amendments required to the licence, such as if the nature of the business changes.
- I understand the Authority may amend the licence at any time if in the interest of animal welfare.

Signature

Date

Please type your name if submitting electronically.