

**General**

Veterinary premises registration must be renewed annually using the [Access Canberra Smart Form](#) or this form and pay the prescribed fee outlined in the 'Board Fee Schedule' that is located on the Board website and updated annually.

Applications for renewal must be made between 1 May and 30 June each year. The Board may cancel the registration if the registration is not renewed or the annual registration fee is not paid.

**Change of details**

If any details have changed regarding the veterinary premises, please use the *Notification of change of details – Veterinary Premises* form VP12.

If you need to appoint a new superintendent, please use the *Appointment of a Superintendent of a Registered Veterinary Premises* form VP11.

**Premises registration holder or superintendent details**

Premises Registration Holder  Superintendent

Title	
Given name (s)	
Family name	

**Veterinary premises detail**

Business name	
Physical address	
Suburb/Town	
Postcode	

**Declaration**

I/We being the registration holder/superintendent of the above registered veterinary hospital wish to renew the registration for the premises noted above.

Date

Signature of Premises Registration Holder/Superintendent

Date

Print name

**Payment details**

Total registration fee to be paid: \$

Following the Board's approval of your application, you will be provided with a link to allow you to process your payment online. Payment must be made in Australian currency and the correct amount must be specified. Once your payment is received, your Certificate of Premises Registration will be prepared and sent to you via email from [TCCS.vetboard@act.gov.au](mailto:TCCS.vetboard@act.gov.au)