



Multiple Animal Permit Application 2021

Community Local Law No. 1, Clause 23

The City of Port Phillip Local Law No. 1, Clause 23, specifies the number of animals permitted on a property without a permit, depending on the dwelling type. A permit is required where animals exceed the numbers as specified in the table:

Permitted Animals and Birds on Properties

Type of Animal	Houses Maximum Allowed	Units/Townhouses/Flats Maximum Allowed
Birds	5	2
Dogs (over six (6) months old)	2	1
Dogs (under six (6) months old)	4	1
Cats (over three (3) months old)	2	1
Cats (under three (3) months old)	4	1
Poultry	5	0

This application form is to be used if you wish to keep animals exceeding this number. Please complete and return to the City of Port Phillip. **All dogs and cats must be registered prior to submitting this application.**

Family Name	
Given Name	
Address	
Suburb, State, Postcode	

Home Phone		Mobile	
Work		Email	

Dwelling Type	House <input type="checkbox"/>	Flat / Unit / Apartment / Townhouse <input type="checkbox"/>
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Application is made to keep the following animals at the above address:	
Animal Name	Animal Reference Number

Total number of animals on property:

Please answer the following questions by ticking 'Yes' or 'No'		Yes	No
1	All food is kept in vermin proof receptacles?		
2	The area where animals are kept is thoroughly clean and maintained at all times in a clean and sanitary manner so not to cause a nuisance to neighbours		
3	Animals are kept so as not to create a nuisance to neighbours by visual appearance of their housing or excessive noise that may emanate from them.		
4	Animals are in good condition		
5	All refuse and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or be offensive.		
6	All refuse and other waste is stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of so as not to create nuisance to neighbours		
7	Are any chemicals, disinfectants or animal wastes discharged to the stormwater drainage system.		
8	All dog droppings and bones are picked up daily.		
9	Is this a rental property?		
10	Do you have Body Corporate or Landlords permission to keep animals at this property?		
11	Are the animals used for breeding?		
12	Are all animals registered?		

Please note:

- The Permit Application will not be reviewed unless the entire form has been complete (including the checklist), the application fee has been paid & all dogs/cats are registered prior to submitting the application.
- Payment of this application fee does not guarantee automatic permit approval.
- If in the event that the permit is refused, the Permit Application fee will not be refunded.
- If the permit is approved;
 - If you are not the owner of the property in which you reside, Council reserves the right to contact the owner/agent should any complaints be confirmed regarding animal related issues;
 - Animal related issues may include noise nuisance or any other breach of the Domestic Animals Act 1994 or breaches of other legislation.

I, the undersigned, make application for Multiple Animal Permit of the dog(s)/cats(s) described above and declare the information to be true and correct.

Signature of Applicant:

Date:

Permit Application Fee	\$70.00
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Methods of payment

Online services

The fast and easy way to pay by credit card. Visit eservices.portphillip.vic.gov.au

At Council offices

Monday to Friday, 8.30 am to 5 pm.
Cash, cheque, eftpos or credit card accepted.

St Kilda Town Hall
99A Carlisle Street, St Kilda 3182

Port Melbourne Town Hall
333 Bay Street, Port Melbourne 3207

South Melbourne Town Hall
208 Bank Street, South Melbourne 3205

Mail

Only payment via cheque or money order are accepted by mail, and should be made payable to City of Port Phillip and addressed:

City of Port Phillip
Private Bag No. 3
PO ST KILDA VIC 3182

Credit card payments



A card payment fee applies.
For current fee details, visit:
www.portphillip.vic.gov.au/card-fees.htm

Multiple Animal Permit Terms & Conditions

In accordance with the City of Port Phillip Community Amenity Local Law No. 1, Clause 23, the following guidelines are considered when reviewing each application.

"Vermin" includes rats, mice and foxes.

GUIDELINE OBJECTIVES

The purpose of these guidelines is to place the highest priority on residential amenity in residential neighbourhoods by:-

- (i) Ensuring animals are kept so as not to create a nuisance to neighbours by visual appearance of their housing, or excessive noise that may emanate from them.
- (ii) Ensuring any smell from the animals housing is minimised.
- (iii) Provide a clear indication to cat and dog owners and residents under what circumstances Council would consider the issuing of a permit for keeping an excess number of animals.

APPLICATION PROCEDURE

Applications shall be made on the application form associated with this document and all details on the form must be completed. Letters may be sent to immediately adjacent properties to identify any possible concerns they may have, if concerns are raised they will be investigated by an Animal Management Officer.

The application shall then be assessed in accordance with the criteria detailed in these guidelines and where objections have been received a report from the investigating officer.

Once a decision has been made, the applicant and any objecting parties will be contacted and advised of the Council decision.

The permit is valid for the animals named on the application form. Any new animals acquired will require a new application form to be submitted & permit application fee paid. This also applies if you change address. Once approved, any reduction in the number of animals listed on the permit will not require a new application to be submitted.

GUIDELINES

Premise:

The animals named on this permit must be housed so that:-

- (i) all food is kept in vermin proof receptacles; and
- (ii) the area where the cats and dogs are kept must be thoroughly cleaned and maintained at all times in a clean and sanitary manner to the satisfaction of the Animal Management Officer, so as not to cause a nuisance to neighbours.
- (iii) all refuse and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or be offensive; and
- (iv) all refuse and other waste is stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of to the satisfaction of the Animal Management Officer, so as not to create a nuisance to neighbours; and
- (v) the animals are housed in a manner which prevents them causing a nuisance by trespassing on neighbouring properties without consent or in the case of dogs wandering the streets unattended.

PERMIT APPROVAL

On assessment of all the criteria specified in this document Council shall do the following:-

If there is no valid objection(s) from the adjoining property owner(s) or occupier(s), or any other person claiming to be affected by the granting of the application, issue a permit which may include various conditions which are required to be adhered to, or refuse the application.

(ii) The holder of any permit shall at all times ensure that the conditions of the permit are adhered to.

(iii) All permits issued would be for the life of the animals named on the permit, a new permit would be required should any new animals be acquired.

PENALTIES

Any proven contravention of any condition of the permit could result in an on the spot penalty infringement being issued.

PERMIT APPLICATION FEE

An administration fee is required to process this application. Payment of this application fee does not guarantee automatic permit approval. If in the event that the permit is refused, the permit application fee will not be refunded.

CANCELLATION OF PERMIT

Port Phillip Council may cancel the permit in accordance with Local Law No 1, Clause 68.