

# Commercial Dog Breeder

## Application and Renewal Form

To hold 11 to 50 fertile female dogs, breeders must obtain approval from the Minister of Agriculture to become an approved commercial dog breeder. Breeders must first be registered as a domestic animal business with their local council.

### PART A – Business details

Business name:

Address:

Email:

Phone:

Website:

Postal address (if different to physical address):

#### Dog numbers

	Relevant fertile females <sup>1</sup>	Breeding males	Other	TOTALS
Current numbers				
Proposed: 1 <sup>st</sup> Year				
Proposed: 2 <sup>nd</sup> Year				
Proposed: 3 <sup>rd</sup> Year				

Please select:

- New Application (*Valid for 1 year. \$2,962 as at 1 July 2019*)
- Renewal Application (*Valid for 3 years. \$2,962 as at 1 July 2019*)

<sup>1</sup> A relevant fertile female dog means a female dog, 12 months of age or more, that has not been rendered permanently infertile.

## PART B – Applicant details

### Proprietor 1

Full name:

Address:

Email:

Phone:

### Proprietor 2 (if applicable) \*

Full name:

Address:

Email:

Phone:

### Proprietor 3 (if applicable) \*

Full name:

Address:

Email:

Phone:

Are any of the proprietors operating any other domestic animal business, such as a pet shop, boarding or rearing business?

- Yes. Please provide details: \_\_\_\_\_
- No

\* Each proprietor must complete the Statutory Declaration found at the end of this application form.

## PART C – Applicant criteria

To be approved to be a commercial dog breeder, applicants must meet the following criteria. If you are unsure about your legal obligations to be a commercial dog breeder as specified in the *Domestic Animals Act 1994*, please contact Animal Welfare Victoria.

1. I and all other managers have read the *Code of Practice for the Operation of Breeding and Rearing Businesses (2014) (2018 version)*<sup>1</sup> and understand commercial breeding legal obligations. I have and will maintain **full** compliance with the Code of Practice and will maintain no more than the approved number of relevant fertile females.
  - Yes
  - No
  
2. I and all other managers have a Certificate IV in Companion Animal Services (or equivalent) or five years' experience in animal husbandry.
  - Yes – Certificate IV in Companion Animal Services (or equivalent)  
(attach evidence in the Business Plan in Part D)
  - Yes – Five years' experience in animal husbandry  
(attach evidence in the Business Plan in Part D))
  - No
  
3. All employees with animal husbandry duties or responsibilities have successfully completed the *Breeding Dogs and Cats in Victoria online course*.<sup>2</sup>
  - Yes (attach evidence in the Business Plan in Part D)
  - No
  
4. The business has, and will maintain, public liability insurance of \$10 million.
  - Yes (attach evidence)
  - No

<sup>1</sup> Code of Practice: <http://agriculture.vic.gov.au/pets/domestic-animal-businesses/breeding-and-rearing-businesses/code-of-practice-for-the-operation-of-breeding-and-rearing-businesses-revision-1>

<sup>2</sup> Breeder Training Course: <http://agriculture.vic.gov.au/pets/community-and-education/breeder-training-course>

## PART D – Business Plan and Attachments

### Business Plan

Please attach a three-year business plan that outlines the direction and strategies of your business for the next three years. Specifics must include:

- The vision, strategies and objectives of the business.
- ABN and domestic animal business number. *Please attach certificates.*
- A visual representation of the organisational structure of the business.
- The current number of employees of the business and their names, roles and qualifications. *Ensure you include evidence to validate the qualifications of all employees (including the applicant).*
- The number, role and minimum qualifications of employees proposed to be employed by the business, if the approval is granted/renewed.
- The breed/s of dogs kept and proposed to be kept at the premises.
- The number of relevant fertile female dogs, the number of breeding males, and the total number of dogs being kept and proposed to be kept at the premises.
- The specified dog details of **each dog** currently on the premises, being:
  - name of dog
  - microchip number
  - breed and colour
  - birth date or age
  - sex and reproductive status (de-sexed or fertile)
  - date the dog was acquired (if purchased) or brought onto property for breeding
  - date of last vaccination and worming
  - additional information for female dogs:
    - date of any mating
    - name, microchip number and breed of any male dog mated with
    - number of litters
    - date of birth of offspring and number and sex of each offspring born dead or alive
    - date of most recent breeding clearance certificate
    - date of last general health check
  - additional information for male dogs
    - date of any mating
    - date of last general health check
  - if applicable: retirement date, disposal date and disposal method

## Attachments to the Business Plan

The following must be attached to your Business Plan.

### Attachments: Operations and staffing

Please attach a copy of:

- An education and training policy for staff working or volunteering at the business.

### Attachments: Animal management and husbandry

Please attach a copy of:

- A health management plan for each breed of dog kept or proposed to be kept on the premises.
- An exercise, enrichment, socialisation and handling policy for all dogs kept or proposed to be kept on the premises.
- A retirement plan for each breeding dog kept or proposed to be kept on the premises.
- An agreement with a veterinary practitioner to provide veterinary services to the business.

### Attachments: Sales

Please attach a copy of:

- The literature provided to all buyers of dogs in relation to responsible pet ownership.
- The procedure that the business follows in the case of complaints about a dog and its returns policy.
- A sale guarantee policy.
- Details of the procedure that the business follows to deal with complaints by purchasers or other persons about the business.

## PART E – Next Steps and Payment

1. Post your application to:  
Minister for Agriculture  
c/- Animal Welfare Victoria, Domestic Animal Services team  
475 Mickleham Road  
ATTWOOD VIC 3049  
or email to [pet.welfare@ecodev.vic.gov.au](mailto:pet.welfare@ecodev.vic.gov.au)
2. The application fee is \$2,962 (as at 1 July 2019) for both new applications (valid for 1 year) and for renewals (valid for 3 years).
  - **Cheque:** Please enclose a cheque made payable to *Department of Jobs, Precincts and Regions*.
  - **Credit Card:** Please complete details on the last page of this application and post as part of your application, or call (03) 9217 4294 with details. Do not include the security code if sending by post. Credit card details should not be sent via email.
3. Animal Welfare Victoria will review your application and when assessed as complete, it will be submitted to the Minister for Agriculture.
4. Departmental authorised officers may then inspect the business. This inspection will be undertaken in the presence of the proprietor and will need to occur in a timely manner to meet appropriate timelines.
5. Victoria's Chief Veterinary Officer will consider the application and information gathered and make a recommendation to the Minister for Agriculture.
6. A response will be provided within 40 days of the Minister for Agriculture acknowledging your application.
7. If approved, requirements for ongoing compliance include:
  - submission of an annual report
  - allowing authorised officers to inspect premises during renewal and transfer
  - ensuring no more than the approved number of relevant fertile female dogs are kept on the premises
  - maintaining public liability insurance of \$10 million
  - ensuring appropriate qualifications are held by all staff
  - full compliance with the Code of Practice for the Operation of Breeding and Rearing Businesses 2014 (2018 version).

Further information is available at: <http://agriculture.vic.gov.au/pets/domestic-animal-businesses/breeding-and-rearing-businesses/commercial-dog-breeding>

For any assistance email [pet.welfare@ecodev.vic.gov.au](mailto:pet.welfare@ecodev.vic.gov.au) or call (03) 9217 4294.

## PART F – Declaration

I, \_\_\_\_\_ agree that the:

1. Information contained in this application is true and correct.
2. I am aware of, and will fulfil, my legal responsibilities and obligations associated with commercial dog breeding approval.
3. I, and any other proprietor, have completed the Statutory Declaration and note that:

Under Section 58AB (2) of the *Domestic Animals Act 1994*, the Minister of Agriculture may refuse to approve an application if the proprietor/s has been found guilty of an offence under that Act, the *Domestic Animals Regulations 2015*, the *Prevention of Cruelty to Animals Act 1986* or regulations made under that Act, or corresponding offences of another State or Territory law.

The information contained in Statutory Declarations will be used for the sole purpose of assessing this application in accordance with the *Domestic Animals Act 1994*.

Name of applicant: \_\_\_\_\_

Role of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### PRIVACY STATEMENT

The Department of Jobs, Precincts and Regions (DJPR) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to manage the terms and conditions of your application, provide you with information about any changes to approval terms and conditions or fees, provide reminders for renewal, and provide other information relating to legislative compliance. This information is being collected in accordance with the *Domestic Animals Act 1994* sections 5A-5F. The information you provide may be made available to departmental authorised officers, staff, contractors or another government organisation for the purpose of administering or enforcing the Act or another relevant Act. DJPR employees and contractors are required to protect and handle your personal information in accordance with the *Privacy and Data Protection Act 2014* (Vic). You may access the information you have provided to DJPR by contacting Animal Welfare Victoria at [pet.welfare@ecodev.vic.gov.au](mailto:pet.welfare@ecodev.vic.gov.au).

State of Victoria

## Statutory Declaration

I, \_\_\_\_\_  
[full name]

of \_\_\_\_\_  
[address]

\_\_\_\_\_, do solemnly and sincerely declare that I:  
[occupation]

***have / have not*** been found guilty of:  
(*cross out as required*)

1. an offence under the *Domestic Animals Act 1994* or regulations made under that Act, or
2. an offence against the *Prevention of Cruelty to Animals Act 1986* or regulations made under that Act, or
3. an offence against a law of another State or a Territory of the Commonwealth that corresponds with a law referred to above.

I understand that Animal Welfare Victoria will access the Victorian Banning Order Database to determine if any orders exist for the proprietor/s.

**I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.**

Declared at: _____  This ____ day of _____ 20____	..... Signature of person making this declaration (to be signed in front of an Authorised Witness)
Before me,  ..... Signature of Authorised Witness	Witness name, address and title:

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*).

For a list of persons who may authorise a statutory declaration:

<https://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>





## Department of Jobs, Precincts and Regions

GPO Box 4509  
Melbourne,  
Victoria 3001 Australia  
Telephone: +61 3 9851 9999  
DX 210074

### DJPR Credit Card Authorization Form

Name on the Card: \_\_\_\_\_

Type of Card:       Visa             Mastercard (please circle)

Card number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Security Code (phone orders only) \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Postcode \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Invoice Number/Charge Code \_\_\_\_\_

Item(s) Purchased \_\_\_\_\_

Amount to be Charged \$ \_\_\_\_\_

By signing this form, you authorize the Department of Jobs, Precincts and Regions to charge your card for the amount listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_