

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 ¹	Breeding males	Other	TOTALS
Current numbers				
Proposed: 1 st Year				
Proposed: 2 nd Year				
Proposed: 3 rd Year				

Please select:

- New Application - *Valid for 1 year. 200 fee units (\$3,266 as at 1 July 2024)*
- Renewal Application - *Valid for 3 years. 200 fee units. (\$3,266 as at 1 July 2024)*

¹ 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)* (June 2018 version)¹ and understand commercial dog breeding legal obligations. I currently have and will continue to maintain **full** compliance with the Code of Practice and will have no more than the approved number of relevant fertile females on the premises.
 - 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*.²
 - 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

¹ Code of Practice: <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/domestic-animals-act/codes-of-practice/code-of-practice-for-the-operation-of-breeding-and-rearing-businesses-2014>

² 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. The business plan 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.

Attachments: Premises

Please attach a copy of:

- The current planning approval for the premises.
- Current site map of all facilities (clearly legible and to scale)
- Current council breeding DAB approval

PART E – Next Steps and Payment

1. The preferred method of receiving applications is electronically. Please **send your application via email** to das@agriculture.vic.gov.au
2. The application fee is **200 fee units (\$3,266** as at 1 July 2024) for both new applications (valid for 1 year) and for renewals (valid for 3 years).
 - **EFT Payment:** Payment notice with details for payment will be provided via email upon receipt of application. Please ensure payment deadline stated in payment notice is met.
3. Animal Welfare Victoria will review your application and when assessed as complete may contact you to discuss the assessment process and to offer a site visit to discuss compliance requirements with the Code of Practice for the Operation of Breeding and Rearing Businesses 2014 (June 2018 version).
4. Departmental authorised officers may then inspect the business. This inspection will be undertaken in the presence of the proprietor and will be scheduled 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. In most cases, a response will be provided within 60 days of the acknowledgement of receipt of a complete application.
7. If approved, requirements for ongoing compliance include:
 - submission of an annual reports
 - allowing Departmental 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 (June 2018 version).

Further information is available at: <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/domestic-animal-businesses/breeding-and-rearing-businesses/commercial-dog-breeders>

Please be advised that Departmental authorised officers may enter, search and take any other reasonable action to determine whether an approval is being complied with.

For any assistance email DAS@agriculture.vic.gov.au or call 136 186.

PART F – Declaration

I, _____ attest 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 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 provided as part of this application 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: _____

PRIVACY STATEMENT

The Department of Energy, Environment and Climate Action (DEECA) 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 (the Act)* sections 58AA-58AL. 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 Acts. DEECA 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 DEECA by contacting Animal Welfare Victoria at DAS@agriculture.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	Authorised 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/statdecs#step-2-find-someone-to-witness-your-declaration>