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**Application for a rodeo licence**

*Please send your* ***completed*** *application (as an ‘Individual’ applicant or ‘Body Corporate’ applicant, whichever is applicable), plus payment and supporting materials,* ***no later than 28 days*** *prior to the planned commencement date of the first rodeo.*

***Note:*** *The applicant must provide evidence of current accreditation with an approved rodeo organisation (ARO) (unless applicant is an ARO).*

**Individual Applicants\***

Full Name:

Street Address:

Postal address (if different):

Contact phone number (landline):

Contact phone number (mobile):

Email address:

Other contacts (eg fax):

Name of the **ARO** that has accredited the applicant:

*Please attach supporting documentation for your ARO accreditation to this application.*

**Body Corporate Applicants**\*

For body corporate applicants, please provide the name and position of the person authorised to make this application on behalf of the body corporate. (*This person must be listed with the Australian Securities and Investments Commission (ASIC) as a registered officer of the organisation)*.

Full Name:

Position:

Body Corporate Name:

ABN:

Registered address:

Postal address (if different):

Contact phone number (landline):

Contact phone number (mobile):

Email address:

Other contacts (eg fax):

Name of the **ARO** that has accredited the applicant:

*Please attach supporting documentation for your ARO accreditation to this application.*

***\*select as applicable***

**Animal Welfare Plan**

Have you provided information in the Animal Welfare Plan explaining how you will manage your responsibilities to the welfare of animals provided by another person?

[ ] Yes [ ] No

If you answered ‘**No**’ to this question, please provide an explanation as to how you will manage your responsibilities to the welfare of animals provided by another person? (use a separate sheet if necessary)

**Offences under the *Prevention of Cruelty to Animals Act 1986* (POCTA Act)or Prevention of Cruelty to Animals Regulations 2019 (POCTA Regulations)**

Please tick the boxes below regarding any previous offences under the POCTA Actor POCTA Regulations.

* Have you been found guilty of any offences under the POCTA Act or Regulations in connection with the operation of a rodeo or rodeo school?

[ ] Yes [ ] No

* Have you been served with an infringement notice in respect to the POCTA Act or Regulations that has not been withdrawn?

[ ] Yes [ ] No

If you answered ‘**Yes’** to either question, please provide details of the offence(s) below.

**Declaration**

I,

 (full name of applicant)

declare that:

1. **I will be responsible** for the stock used at rodeos operated under this licence and undertake to exercise due care to —
	1. operate all rodeos in accordance with the *Prevention of Cruelty to Animals Act 1986* (the Act) *a*nd Prevention of Cruelty to Animals Regulations 2019 (the Regulations), and all conditions contained in the licence
	2. provide animals under my care at the rodeos with facilities and conditions which conform to the prescribed minimum regulatory requirements and meet all relevant conditions contained in the licence
2. **I have submitted** an Animal Welfare Plan, which:
	1. describes the role or roles that any person assisting the applicant will undertake to aid the applicant to monitor or meet requirements under the Act or the Regulations
	2. describes the reporting and communication processes that will be implemented by:
		1. the applicant, and
		2. any person employed to assist the applicant and the nominated veterinary practitioner

 to support compliance with the Act or the Regulations.

1. **I will**, for each rodeo held under this licence, obtain evidence that demonstrates that the nominated or appointed veterinary practitioner attending the rodeos has experience in attending cattle and horses, by having a minimum caseload of 20% for those species over the previous calendar year
2. **I will** notify the Department Head at least 28 days before each rodeo of:
	1. the date or dates that the rodeo will be held
	2. the estimated start and finish times for each day of the rodeo (including slack times)
	3. the location where the rodeo will be held
	4. the full name of the veterinary practitioner nominated by the applicant to attend the rodeo and the practitioner's street or postal address and contact telephone number
	5. a list of all rodeo events to be held at the rodeo
	6. the name of the approved rodeo organisation that the licence holder is accredited with (unless the licence holder is an approved rodeo organisation)
	7. the names and addresses, and contact details, of any additional suppliers of stock to be used at the rodeo, and the approved rodeo organisation that has accredited those persons
	8. in the case of a body corporate, the name and contact details of the registered officer of the organisation who will be present at the rodeo being notified.

**I acknowledge** that:

* the information contained in this application is true and correct
* failure to comply with conditions of the Act, the Regulations and my licence could result in infringement notices, fines, court prosecution or revocation of licence
* if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate

**Signature:**      **Print name:**

**Print position in body corporate** (if applicable):      **Date:**

**Application Checklist**

Please ensure the below information is provided as appropriate. An application will not be considered until all required information is provided.

**The 28-day processing period does not commence until a complete application has been received.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individuals** | **Body Corporates** |  | **All Applicants** |  |
| Name | [ ]  | Company Name | [ ]  | Name of Accrediting ARO | **[ ]**  |
| Street or Postal Address | [ ]  | Registered Address | [ ]  | Evidence of Current Accreditation | **[ ]**  |
| Telephone Number(s) | [ ]  | ABN | [ ]  | Animal Welfare Plan | **[ ]**  |
| Fax Number(s) | [ ]  | Telephone Number(s) | [ ]  | Signed and Dated Form | **[ ]**  |
| Email Address | [ ]  | Fax Number(s) | [ ]  | Prescribed Fee Provided | **[ ]**  |

**Fee Payment**

For the purposes of section 17C(2)(b) of the Act and regulation 150(1) of the Regulations, the prescribed fee for the issue of a rodeo licence is 48 fee units, which equates to **$733.92** This fee is GST free.

 **PLEASE PAY THE LICENCE FEE USING THE ATTACHED INVOICE**

 **Note:** This fee is exempt from the GST.

 The Department of Jobs, Precincts and Regions ABN is 83 295 188 244

**Forwarding details**

The completed application form, signed declaration and confirmation of fee payment should be sent to the below email or postal address, to arrive **no later than 28 days** prior to the planned commencement date of the first rodeo.

liane.holm@agriculture.vic.gov.au

OR

Project Officer – Rodeos

Department of Jobs, Precincts and Regions

PO Box 2500

Bendigo DC, Victoria 3554

**Privacy Statement**

Your personal information is provided to us for the purposes of administering the provisions of the *Prevention of Cruelty to Animals Act 1986*, specifically in relation to operation of a rodeo or rodeo school. We will only use or disclose information about you for this purpose, or where the *Privacy and Data Protection Act 2014* otherwise authorises the use or disclosure. Failure to provide this information to us may result in inability to process your application. For any questions about the collection and use of your personal information, contact Agriculture Victoria on 136 186. To gain access to this information, contact foi@agriculture.vic.gov.au.