



Circular Details	21-03 / 8 April 2021 / A765663
Previous Circular	
Who should read this	Companion Animals Teams / Ranger Services
Contact	Program Delivery Team / (02) 4428 4100 or 1300 134 460 / pets@olg.nsw.gov.au
Action required	Information

Additional functionality and improvements to the NSW Companion Animals Register and Pet Registry

What's new or changing

- A second round of improvements and additional functionality for the NSW Companion Animals Register (CAR) will be released on 12 April 2021.
- OLG has sought clarification on a number of regulatory issues that arose from the introduction of the desexing date requirement in the Companion Animals Register (CAR) following the start of annual permits on 1 July 2020

What this will mean for your council

- From 12 April 2021, councils will have the ability in the CAR to charge a late fee for lifetime registration payments made more than 28 days after the animal turns six months old.
- Further clarification is now available regarding the operation of annual permits as well as various implementation issues that councils have raised since the introduction of annual permits and the date of desexing requirement in the CAR.

Key points

Late Fees for lifetime registration payments

- Councils will now have the option to apply a late fee to lifetime registration payments that are made more than 28 days after a companion animal turns six months old.
- Late fees cannot be applied to the registration of animals sold by a pound or approved rehoming organisation, animals from interstate or certain categories of dogs (as outlined below).
- Those councils that have already been collecting late fees will need to apply those late fees in the CAR via the correct registration function.

Additional CAR Functionality

- Since 1 July 2020, the date of desexing is a required field in the CAR. This desexing date now appears on all relevant screens and certificates. In addition to this, the desexing document type will auto populate in the registration screen if this has already been recorded previously.
- If an animal has been flagged by a vet as temporarily not recommended for desexing, the date this exemption to the desexing requirement expires is now displayed on all relevant screens and certificates.

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- The pound/shelter function is now also available within the registration function.
- Two new search functions are available that enable users to search for recognised breeders and approved rehoming organisations. Previously this information was limited to the NSW Pet Registry.
- Council managers (level 3 access) now have the ability to remove a notice of intention.
- Where relevant, these changes are reflected in the NSW Pet Registry.

Clarification of annual permit implementation issues

- Since the introduction of annual permits on 1 July 2020, councils have sought guidance on several implementation issues, which are now clarified as follows:

Pensioners

- Eligible pensioners whose pet cat or dog is desexed at the time of registration are not required to pay for an annual permit (cat) or the additional registration fee (dog) even if they had the animal desexed after the relevant desexing age.
- Accordingly, the requirement to enter a desexing date will no longer apply for pensioners in the CAR in order to process an eligible pensioner registration. However, councils are recommended to still enter this date, where it is known. Staff will be able to apply the pensioner discount even when a pensioner's pet is desexed after the relevant desexing age.
- When processing a registration for an eligible pensioner whose pet has been recommended by a vet to not undergo desexing (either temporarily or permanently), select the new "not desexed (not recommended - pensioner)" category. This will allow the eligible pensioner to claim the discounted registration.

Exemptions from the additional registration fee and late fee for certain dogs:

- Interstate Animals
 - If the animal is desexed but was desexed interstate after the relevant desexing age for NSW, then the owner is not liable for the additional fee / annual permit when they register the animal in NSW because they were not subject to NSW legislation at the time.
 - An animal can now be marked by a vet / authorised identifier / council officer as having come from interstate. If marked as such then relevant messaging will appear in the CAR when it comes to processing lifetime registration.
- New owners of the following categories of dogs are not required to pay the additional registration fee (as long as the dog is desexed at the time of registration by the new owner) because they did not own the animal until after the relevant desexing age had been reached and therefore were unable to comply with the desexing requirement. Often these dogs are not desexed by six months of age.
 - Ex-service of state dogs (police and correctional dogs)
 - Ex-racing greyhounds rehomed outside the racing industry
 - Ex-working dogs
 - Ex-assistance animals
 - Ex-breeding dogs kept by recognised breeders.

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Cats desexed prior to 1 July 2020

If a cat was desexed prior to 1 July 2020 then an annual permit is not required, even if the desexing procedure took place after the cat turned four months old.

Animals sold by pounds/shelters/approved rehoming organisations

To encourage the adoption of pet cats and dogs, the annual permit fee (cats) or the additional registration fee (dogs) does not apply if the new owner purchases the animal from a pound/shelter/approved rehoming organisation. A late fee also cannot be applied.

Where to go for further information

- Refer to the below information in the PDF version of this circular.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy



Guide to additional CAR functionality

April 2021

Late Fees

Effective 31 August 2018, clause 18(1)(c) of the *Companion Animals Regulation 2018* (the Regulation) provides for the payment of a late fee if the lifetime registration fee has not been paid 28 days after the date on which the companion animal is required to be registered, noting the exclusions and conditions below. The late fee for the current financial year is \$17.

Only pets registered after this function goes live on 12 April 2021 should be considered for a late fee. That is, councils will not be required to go back and retrospectively apply late fees in cases where registrations were paid late.

Animal Registration
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Step 2 of 2 - Registration Details

Registration Details

Registration Type: [Dropdown Menu]

Receipt Number:
Date Receipt Issued:
Receipt Issued By:
Registration Fee Amount:
Late Fee Amount:
Total Amount Paid:
Desexed:
Date Desexed:
Desexing Document Type:
Pound Shelter Discount

Microchip Information

Microchip Number:
Animal Status:
Authorised Identifier Number:
Date of Implantation: 10 March 2020
Identification Date: 17 March 2020
Interstate Transferred: Yes No

Chip In
So your pet can dial home.

Dropdown menu options:
Assistance Animal
Cat - Desexed (eligible pensioner)
Cat - Desexed (eligible pensioner) with Late Fee
Cat - Desexed (sold by pound/shelter)
Cat - Desexed or Not Desexed
Cat - Desexed or Not Desexed with Late Fee
Cat - Not Desexed (not recommended - pensioner)
Cat - Not Desexed (not recommended - pensioner) with Late Fee
Cat - Not Desexed (not recommended)
Cat - Not Desexed (not recommended) with Late Fee
Cat - Not Desexed (recognised breeder)
Cat - Not Desexed (recognised breeder) with Late Fee
Dog - Desexed (eligible pensioner)
Dog - Desexed (eligible pensioner) with Late Fee
Dog - Desexed (sold by pound/shelter)
Dog - Desexed by relevant age
Dog - Desexed by relevant age with Late Fee
Dog - Not Desexed (not recommended - pensioner)
Dog - Not Desexed (not recommended - pensioner) with Late Fee
Dog - Not Desexed (not recommended)
Dog - Not Desexed (not recommended) with Late Fee
Dog - Not Desexed (recognised breeder)
Dog - Not Desexed (recognised breeder) with Late Fee
Dog - Not Desexed or Desexed (after relevant age)
Dog - Not Desexed or Desexed (after relevant age) with Late Fee
Dog - Service of the State
Dog - Working
Jul 2019-Jun 2020 Breeder
Jul 2019-Jun 2020 Breeder with Late Fee

The only exception to this is for those councils who have collected late fee payments for registrations prior to the system functionality being in place to support this. These councils would have taken payment for the registration as well as the late fee but were only able to record the registration component in the CAR for that animal. This means that those councils have not been invoiced for the

entire amount collected. In order to reconcile these payments, councils are required to update each of these records by using the “correct registration function” to apply the late fee by selecting the applicable historical registration category.

Correct or Remove a Registration

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So your pet can dial home.

Step 2 - Correct Registration Details or Remove a Registration

Correct Registration Details

- Registration details should only be amended when a data entry has occurred.
- Whether an animal is desexed or not is only relevant at time of registration.
- If an animal is desexed after registration **DO NOT** change the registration type from Non Desexed to Desexed as this will change the fee paid.
- The amount paid field should always equal the amount paid by the owner.

Click 'Update' to s

Remove a Registr

- A Registration can o
- Reasons for removal payment has been d

Click 'Remove' to

Microchip Number:	Jul 2017-Jun 2018 Non Desexed
Name:	Jul 2017-Jun 2018 Not Recmd
Species:	Jul 2017-Jun 2018 Pensioner
Registration Type:	Jul 2017-Jun 2018 PoundShelter
Receipt number:	Jul 2017-Jun 2018 Under 6Mnths
Date Receipt Issued:	Jul 2018-Jun 2019 Breeder
Receipt Issued By:	Jul 2018-Jun 2019 Breeder with Late Fee
Registration Fee:	Jul 2018-Jun 2019 Desexed
Late Fee:	Jul 2018-Jun 2019 Desexed with Late Fee
Amount paid:	Jul 2018-Jun 2019 Non Desexed
Desexed:	Jul 2018-Jun 2019 Non Desexed with Late Fee
	Jul 2018-Jun 2019 Not Recmd
	Jul 2018-Jun 2019 Not Recmd with Late Fee
	Jul 2018-Jun 2019 Pensioner
	Jul 2018-Jun 2019 Pensioner with Late Fee
	Jul 2018-Jun 2019 PoundShelter
	Jul 2018-Jun 2019 Under 6Mnths
	Jul 2018-Jun 2019 Under 6Mnths with Late Fee
	Jul 2019-Jun 2020 Breeder
	Jul 2019-Jun 2020 Breeder with Late Fee
	Jul 2019-Jun 2020 Desexed
	Jul 2019-Jun 2020 Desexed with Late Fee
	Jul 2019-Jun 2020 Non Desexed
	Jul 2019-Jun 2020 Non Desexed with Late Fee
	Jul 2019-Jun 2020 Not Recmd
	Jul 2019-Jun 2020 Not Recmd with Late Fee
	Jul 2019-Jun 2020 Pensioner
	Jul 2019-Jun 2020 Pensioner with Late Fee
	Jul 2019-Jun 2020 PoundShelter
	Other
	<input checked="" type="radio"/> Yes <input type="radio"/> No

Similar to annual permits, councils have the discretion to decide whether to apply a late fee by selecting either the relevant registration category alone or the same registration category with a late fee. The system will automatically calculate the total amount due.

Animal Registration

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Step 2 of 2 - Registration Details

Registration Details

Registration Type:	<input type="text" value="Dog - Not Desexed or Desexed (after relevant age) with Late Fee"/>
	<input type="checkbox"/> include old registration types
Receipt Number:	<input type="text"/>
Date Receipt Issued:	<input type="text" value="March"/> <input type="text" value="2021"/>
Receipt Issued By:	<input type="text" value="NSW Division of Local Government"/>
Registration Fee Amount:	<input type="text" value="216.00"/>
Late Fee Amount:	<input type="text" value="17.00"/>
Total Amount Paid:	<input type="text" value="233.00"/>
Desexed:	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>If desexed is yes, date desexed and proof of desexing is required. Please select the document type provided by owner.</small>
Date Desexed:	<input type="text" value="March"/> <input type="text" value="2021"/>
Desexing Document Type:	<input type="text" value="Please Select..."/>
Pound Shelter Discount	<input type="checkbox"/> tick to apply pound shelter discount flag for animals sold by rehoming organisations.

Eligible Pensioners

As long as their pet is desexed at the time of registration, a pensioner is not required to pay the additional registration fee (clause 18(1)(b) of the *Companion Animals Regulation 2018*) for a dog or the annual permit fee for a cat, even if the desexing took place after the relevant desexing age of the animal. However, they can be charged a late fee if they fail to register their pet within 28 days of the registration age (6 months).

Council officers are able to process a registration for an eligible pensioner without knowing the date of desexing, although this date should still be entered if known for date integrity purposes. The desexing document type still needs to be selected when processing the registration (if the desexed status has not already been updated).

In addition to the new late fee categories, a new registration category for eligible pensioners has been introduced. This is to deal with the situation where an eligible pensioner wishes to register their cat or dog where a vet has recommended that it not be desexed. The system will override the desexing date requirement in this scenario so that eligible pensioners can still access the discounted registration fee even though their pet is not yet desexed.

Animal Registration

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Step 2 of 2 - Registration Details

Registration Details

Registration Type:

Receipt Number:

Date Receipt Issued:

Receipt Issued By:

Registration Fee Amount:

Late Fee Amount:

Total Amount Paid:

Desexed:

Date Desexed:

Desexing Document Type:

Pound Shelter Discount

Microchip Information

Microchip Number:

Animal Status:

Authorised Identifier Number:

Date of Implantation:

Identification Date:

Interstate Transferred

Assistance Animal
Cat - Desexed (eligible pensioner)
Cat - Desexed (eligible pensioner) with Late Fee
Cat - Desexed (sold by pound/shelter)
Cat - Desexed or Not Desexed
Cat - Desexed or Not Desexed with Late Fee
Cat - Not Desexed (not recommended - pensioner)
Cat - Not Desexed (not recommended - pensioner) with Late Fee
Cat - Not Desexed (not recommended)
Cat - Not Desexed (not recommended) with Late Fee
Cat - Not Desexed (recognised breeder)
Cat - Not Desexed (recognised breeder) with Late Fee
Dog - Desexed (eligible pensioner)
Dog - Desexed (eligible pensioner) with Late Fee
Dog - Desexed (sold by pound/shelter)
Dog - Desexed by relevant age
Dog - Desexed by relevant age with Late Fee
Dog - Not Desexed (not recommended - pensioner)
Dog - Not Desexed (not recommended - pensioner) with Late Fee
Dog - Not Desexed (not recommended)
Dog - Not Desexed (not recommended) with Late Fee
Dog - Not Desexed (recognised breeder)
Dog - Not Desexed (recognised breeder) with Late Fee
Dog - Not Desexed or Desexed (after relevant age)
Dog - Not Desexed or Desexed (after relevant age) with Late Fee
Dog - Service of the State
Dog - Working
Jul 2019-Jun 2020 Breeder
Jul 2019-Jun 2020 Breeder with Late Fee

10 March 2020

17 March 2020

Yes No

Pound / Shelter discount

The pound / shelter discount flag is now available within the registration function to streamline this process. By ticking the box, the required fields will appear in order to mark an animal as sold by a pound/shelter. Users can then proceed to apply the discounted lifetime registration fee.

Pet cats and dogs sold by a pound or approved rehoming organisation are exempt from the annual permit fee (cats) and the additional registration fee (dogs).

Animal Registration

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Step 2 of 2 - Registration Details

Registration Details

Registration Type:
 include old registration types

Receipt Number:

Date Receipt Issued: March 2021

Receipt Issued By: NSW Division of Local Government

Registration Fee Amount:

Late Fee Amount:

Total Amount Paid:

Desexed: Yes No
If desexed is yes, date desexed and proof of desexing is required. Please select the document type provided by owner.

Date Desexed: March 2021

Desexing Document Type: Please Select...

Pound Shelter Discount tick to apply pound shelter discount flag for animals sold by rehoming organisations.

Apply Pound Shelter Discount

Enter 'Date Applied', 'Pound/Shelter or Rehoming Organisation' and 'Comments' then click 'Apply flag'.
For animals sold by rehoming organisations please ensure the name of the organisation and 'evidence sighted' are entered in the Comments.

Date Applied: March 2021

Pound/Shelter or Rehoming Organisation: RSPCA

Comments:
(mandatory for rehoming organisations)

Interstate pets


Cats and dogs that arrive from interstate do not attract the additional fee (dogs) or an annual permit (cats) if the animal is desexed at the time of registration. This is because the owner was not subject to NSW law at the time their pet was desexed and therefore the relevant desexing age is not taken into consideration. For the same reason, they do not attract a late fee.

Vets and authorised identifiers are able to mark an animal as having been microchipped outside of NSW when they identify it through the NSW Pet Registry or CAR. This will then display for council staff when processing registrations for such animals. For dogs, the registration fee is the base fee only. For cats, no annual permit is required.

Council users are also able to mark an animal as coming from interstate through the identification function or identification and registration function after sighting appropriate documentation. Once an animal is registered, the interstate flag cannot be changed.

Animal Identification

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Step 2 of 2 - Enter Details

Microchip Information

Microchip Number:

Reenter Microchip Number:

Authorised Identifier number:

Date of Implantation: March 2021

Interstate Transferred Yes No

Animal Identification and Registration

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Step 2 of 2 - Enter Details

Microchip Information

Microchip Number:

Reenter Microchip Number:

Authorised Identifier number:

Date of Implantation: March 2021

Interstate Transferred Yes No

Desexing date and desexing document type

The desexing date of an animal has been added to various screens as well as certificates. In addition to this, the desexing document type will auto populate in the registration screen if this has been recorded previously. This will save users having to check what document type was sighted previously and to then re-enter this information during the registration process.

Animal Registration

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Step 2 of 2 - Registration Details

Registration Details

Registration Type:

include old registration types

Receipt Number:

Date Receipt Issued: March 2021

Receipt Issued By: NSW Division of Local Government

Registration Fee Amount:

Late Fee Amount:

Total Amount Paid:

Desexed: Yes No

If desexed is yes, date desexed and proof of desexing is required. Please select the document type provided by owner.

Date Desexed: 24 February 2021

Desexing Document Type: Certification - Sterilisation

Pound Shelter Discount tick to apply pound shelter discount flag for animals sold by rehoming organisations.

Breeder and Rehoming Organisation Search

These search functions have been introduced to assist councils and other relevant agencies to handle enquiries, where this information was previously restricted to the NSW Pet Registry and CAR users were forced to contact the NSW Pet Registry Helpline to source this information.


There are three distinct searches depending on what information the user has available:

1. knows the Breeder Identification Number (BIN – issued by the NSW Pet Registry when users select ‘yes’ when asked if they are a breeder when first creating a profile) or the breeder’s membership number of a Recognised Breeder Organisation
 - a. returns a single result;
 - b. clicking view will provide additional information.
2. Has partial information and is searching for a Breeder
 - a. returns a list;
 - b. clicking on ‘view’ will display complete business and user details depending on what is available.
 - c. searching by just a locality or recognised breeder organisation is possible.
3. Is searching for an approved rehoming organisation by number, partial name match or suburb match
 - a. two-part search. Either search by a number or a name and/or suburb.
 - b. returns a list in all cases. Where a rehoming organisation number is entered then a single entry is displayed.

Note: When searching, at least three characters must be entered into the text fields.

Breeder and Rehoming Organisation Search

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Use the following search options to search for a recognised breeder or rehoming organisation.

Breeder Search (BIN Number or Recognised)

To check a breeders details please enter a Recognised Breeder or a Breeder Identification Number and click Search. (eg. BXXXXXXXX BIN or the 6 digit Recognised Breeder Membership Number)

Recognised Breeder Number OR
Breeder Identification Number

Search for a recognised breeder by name,contact,Breeder Organisation or by locality. Ensure at least one field is supplied before clicking 'search'. If searching using the Breeder/Business Name or Contact Name fields at least 3 characters must be entered.

Multiple fields can be searched

Breeder or Business Name
Contact Name
Breeder Organisation
Locality

Rehoming Organisation Search

Search for a rehoming organisation by organisation number(eg R251000002) or by rehoming organisation name and/or suburb. Ensure at least one field is supplied before clicking 'search'. If searching using the Rehoming Organisation Name or Suburb fields at least 3 characters must be entered. This will return a list of results based on your search criteria

Rehoming Organisation Number OR
Rehoming Organisation Name AND/OR
Suburb

** Search Results are limited to 200 records

Notice of Intent

Level 3 council managers can now access the 'Remove notice of intent' function.

Register Functions

Flag animal as sold/transferred from pound/shelter or rehoming organisation

Greyhound - Update Muzzling Exemption

Remove Notice of Intent

Survey of council seizures of cats and dogs

Update Desexed Status