

## APPLICATION BY AN ORGANISATION FOR DESIGNATION AS A REHOMING ORGANISATION

Section 88B of the *Companion Animals Act 1998*

CATS AND DOGS ONLY

**IMPORTANT INFORMATION:**

- This application is for designation as a rehoming organisation under section 88B of the *Companion Animals Act 1998*.
- Section 307A of the *Crimes Act 1900* makes it an offence to provide false or misleading information in this application.

CONTACT INFORMATION		Office Use Only
Name of Organisation*		
ABN		
Name of Primary Carer*		
Position in Organisation		
Is the Primary Carer authorised by the Organisation to make this application?	Yes/No	
Organisation contact telephone numbers (landline and mobile if available)	Landline: Mobile:	
Email address*		
Web page address (if available)		
Organisation physical address		
Organisation postal address		

\* Some of this information will be published on the Office of Local Government's Website

VETERINARIAN PRACTITIONER DETAILS		Office Use Only
Name of nominated Veterinarian		
Name of Veterinary practice		
Veterinarian address		
Veterinarian business telephone number		
Veterinarian Practitioner Board Number (VPB)		
You must attach to this application confirmation, signed by the nominated veterinarian on the veterinarian's practice letterhead, that the veterinarian is willing to undertake veterinary work for the Organisation.		

RESCUE OPERATIONS AND ADMINISTRATIVE PRACTICES			Office Use Only
1	Primary Carer's address (if it varies from the Organisation's Address).		
2	Name of council in whose area the Primary Carer's address is situated.		
3	Provide documentation that demonstrates the framework that the Organisation operates under and its commitment to the responsible rehoming of companion animals.	<input type="checkbox"/> Organisation's Charter <input type="checkbox"/> Statement of Objectives <input type="checkbox"/> Rehoming Guide <input type="checkbox"/> Animal Management Practices <input type="checkbox"/> Other (please specify)	
4	How many carers, excluding the Primary Carer, are involved in the Organisation?		
5	Provide a list of those carers	<input type="checkbox"/> Attach a list that includes their names, addresses, contact numbers and the councils in whose areas they reside, OR <input type="checkbox"/> If it is just the Primary Carer	
6	How many animals are currently in the care of the Organisation? Please provide a list of all microchip numbers	Dogs <input type="checkbox"/> <input type="checkbox"/> Cats N/A <input type="checkbox"/>	

7	Where do animals in the Organisation's care come from? Tick as many that apply and provide further information where necessary	<input type="checkbox"/> Surrendered by owner <input type="checkbox"/> Other rescue organisation <input type="checkbox"/> Animal holding facility/ <input type="checkbox"/> Council pound <input type="checkbox"/> Elsewhere	
8	Does the Organisation care for animals on behalf of, or have a working relationship with, any other rescue group, charity or organisation?	<input type="checkbox"/> Yes, attach a list of those organisations and the activities performed on their behalf <input type="checkbox"/> N/A	
9	<p>Council support letters</p> <p>The Organisation must provide letters of support from the General Manager/s or authorised delegate(s) as indicated.</p>	<input type="checkbox"/> Attach a letter of support from the council of the area in which the primary carer resides <input type="checkbox"/> Attach a letter(s) of support from each council(s) of the area in which each carer resides.	
10	<p>Provide copies of the documentation the Organisation uses for the management and adoption of animals</p> <p>Provide details of the processes in place for the care, management and adoption of animals in the organisation's care and meeting its obligations under the Companion Animals and Prevention of Cruelty to Animals legislative requirements</p>	<input type="checkbox"/> Carer's Home inspection check list <input type="checkbox"/> Advice to new carers about their obligations under the Companion Animals and the Prevention of Cruelty to Animals legislation <input type="checkbox"/> Surrender of animal documentation <input type="checkbox"/> Documents to track the movements of animals in its care and updating the Register <input type="checkbox"/> Application for adoption <input type="checkbox"/> Home inspection check list <input type="checkbox"/> <b><u>Provide example</u></b> - Adoption agreements <input type="checkbox"/> Process for updating the Register after adoption, death, escape or transfer to another organisation <input type="checkbox"/> <b><u>Provide example</u></b> - Letter to be used for proof of purchase for new owners to obtain a 50% discount on lifetime registration fees <input type="checkbox"/> <b><u>Provide example</u></b> – Surrender form <input type="checkbox"/> Other (please specify) Attach a copy of the documents identified	

11	Provide the microchip numbers of the last five (5) companion animals the Organisation has rehomed	1. .... 2. .... 3. .... 4. .... 5. .... <input type="checkbox"/> N/A - New organisation	
12	Provide details of all websites on which the Organisation advertises animals for rehoming	<input type="checkbox"/> Yes – Attach list of sites used <input type="checkbox"/> N/A	

DECLARATION	Please initial each declaration	Office Use Only
<p>I have made diligent enquiries of each of the members and carers of the organisation to ascertain whether any such person has ever been convicted of an offence against, or paid a penalty notice in respect of, an offence against the-</p> <ul style="list-style-type: none"> <li>• <i>Animal Research Act 1985</i></li> <li>• <i>Companion Animals Act 1998</i></li> <li>• <i>Companion Animals Regulation 2018</i></li> <li>• <i>Exhibited Animals Protection Act 1986</i></li> <li>• <i>Prevention of Cruelty to Animals Act 1979.</i></li> </ul> <p>and to my knowledge no such person, nor myself, has been so convicted or paid such a penalty.</p>	Please Initial	
<p>I understand that it may be a breach of the <i>Companion Animals Act 1998</i> for staff or carers of the organisation to accept an animal into care if the animal has been brought in as a stray or surrendered by someone other than the animal's owner, rather than being surrendered by the animals' owner or supplied from a council pound, either directly or via another animal welfare organisation (see section 62 of the Act).</p>	Please Initial	
<p>I declare that all members and staff of the Organisation and all persons involved in the care and rehoming of companion animals on behalf of the Organisation have been made aware of their responsibilities under the <i>Companion Animals Act 1998</i>, the <i>Companion Animals Regulation 2018</i>, relevant animal welfare codes and the Guidelines for Designated Rehoming Organisations.</p>	Please Initial	
<p>I agree to maintain records in accordance with the Guidelines for Designated Rehoming Organisations and to make those records available to any NSW council and the Office of Local Government (OLG) within 7 days of a written request. I agree to provide an annual report to the OLG by 31 July annually.</p>	Please Initial	
<p>I agree to keep and maintain a register of the names, addresses and contact details of each of the Organisation's carers holding companion animals on behalf of the Organisation and current</p>	Please Initial	

details of the location of all animals in the custody of the organisation. I agree to provide this information to the OLG or to any council on request.		
I agree that the Organisation will comply with the conditions of its designation as a rehoming organisation and with the Guidelines for Designated Rehoming Organisations and I understand that if it fails to do so it may have its designation revoked.	Please Initial	
I confirm that all information provided in and with this application is accurate and that I will advise the OLG of any changes to such information within 14 days of those changes occurring.	Please Initial	

### Declaration

I have read and understand all of the statements above and agree to comply with these requirements on behalf of the Organisation.

Organisation Name:  Full Name:  Signed:  Date:
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### PRIVACY STATEMENT

The Office of Local Government (OLG), is collecting the personal information provided in this form and may retain and use it for the purpose of keeping and administering the NSW Companion Animals Register and the NSW Pet Registry. You are not required by law to provide your personal information but if you fail to do so the OLG may reject the application. The OLG may disclose information about your organisation to a NSW council for the purposes of exercising its functions under the *Companion Animals Act 1998*. The OLG will not disclose any of your personal information without your consent unless authorised by law. The OLG is subject to the *Privacy and Personal Information Act 1998*.

Your personal information will be held by the OLG at 5 O'Keefe Avenue, Nowra NSW 2541. You have the right to access and correct the information if you believe that it is incorrect.

Completed applications, containing all of the information required, must be sent to:

Deputy Secretary Local Government, Planning and Policy  
 Office of Local Government  
 Locked Bag 3015  
 NOWRA NSW 2541

or by email to [rehoming@olg.nsw.gov.au](mailto:rehoming@olg.nsw.gov.au)