



Office of  
Local Government

Companion Animals Act 1998 and  
Companion Animals Regulation 2018

## **GUIDELINES FOR DESIGNATED REHOMING ORGANISATIONS**

Issued by: Office of Local Government  
Department of Planning, Industry and Environment

November 2021



**ACCESS TO SERVICES**

The Office of Local Government is located at:

5 O’Keefe Avenue  
NOWRA NSW 2541

Locked Bag 3015  
NOWRA NSW 2541

Phone 02 4428 4100  
TTY 02 4428 4209  
Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Website: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

### OFFICE HOURS

Monday to Friday  
9.00am to 5.00pm  
(Special arrangements may be made if these hours are unsuitable) The office is wheelchair accessible.

### ALTERNATIVE MEDIA PUBLICATIONS

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact Client Services on 02 4428 4100.

### DISCLAIMER

While every effort has been made to ensure the accuracy of the information in this publication, the Office of Local Government expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

© Department of Planning, Industry and Environment 2021. Produced by the Office of Local Government, Department of Planning, Industry and Environment.

### Document control

Version	Release date	Release notes
1.0	9 June 2021	First version
2.0	15 November 2021	Incorporates changes made to the <i>Companion Animals Regulation 2018</i> to introduce free registration for desexed animals adopted from eligible pounds, shelters and rehoming organisations from 1 July 2021, and removes the requirement for applicants to obtain letters of support from councils of the area in which all carers (other than the Primary Carer) reside, and confirms that the Office of Local Government conducts compliance checks on the NSW Companion Animals Register as part of the assessment process.



### Contents

<b>1 Introduction .....</b>	<b>3</b>
<b>2 Designation as a rehoming organisation .....</b>	<b>5</b>
2.1 Organisations eligible to apply for designation .....	5
2.2 The effect of designation.....	5
2.3 Designation is not an endorsement of the organisation .....	6
2.4 Designation is not transferrable.....	6
2.5 Term of designation .....	6
2.6 Responsibilities of rehoming organisations.....	6
<b>3 Animals entering and leaving a rehoming organisation .....</b>	<b>7</b>
3.1 Certain dogs must not be accepted.....	7
3.2 Companion animals must be microchipped .....	7
3.3 Confirming and determining ownership of companion animals .....	8
3.4 Animals entering into the custody of a rehoming organisation .....	9
3.6 Animals leaving a rehoming organisation’s custody – which forms to use.....	10
3.7 Forms to be submitted to the local council .....	10
3.8 Registration of rehomed companion animals .....	11
<b>4 Record keeping and reporting .....</b>	<b>12</b>
4.1 Annual reporting obligations of rehoming organisations .....	12
4.2 What the OLG does with the information contained in the annual reports.....	12
4.3 Information a designated rehoming organisation must keep.....	13
4.4 Other matters designated rehoming organisations must report on .....	13
<b>5 Applications for designation as a rehoming organisation .....</b>	<b>13</b>
5.1 Making an application for designation .....	13
5.2 Applications by organisations that operate outside NSW.....	14
5.3 Applications for renewal of designation .....	14
<b>6 What OLG does when it receives an application.....</b>	<b>15</b>

## 1 Introduction

On 31 August 2018 the *Companion Animals Act 1998* (the Act) was amended and the new *Companion Animals Regulation 2018* (the Regulation) commenced. The Regulation replaced the former *Companion Animals Regulation 2008*.

Among other things, the amendments to the Act and certain provisions of the Regulation implement the Government’s response to the Joint Select Committee on Companion Animal Breeding Practices in NSW.

Relevantly, a new section 88B of the Act authorises the Office of Local Government (OLG) Departmental Chief Executive to designate an organisation as a rehoming organisation.

The designation will confer on the organisation certain privileges in relation to companion animals (cats and dogs) that it has in its custody for rehoming purposes. These privileges are designed to provide financial relief to those organisations to assist them in their endeavours to find new homes for unwanted or abandoned companion animals and to encourage members of the public to acquire such animals from those organisations rather than from other sources.

Under clause 16(d) of the former *Companion Animals Regulation 2008*, certain organisations were granted approval by the Departmental Chief Executive to have custody of companion animals that were not registered, provided that those animals were in their temporary care for the purpose of rehoming. Those organisations were referred to as “clause 16(d) organisations”.

The system of approving organisations under clause 16(d) of the former *Companion Animals Regulation 2008* to allow them to keep companion animals that were not registered has now been replaced with a system of designating organisations as rehoming organisations under section 88B of the Act. Designation may also confer wider benefits for an organisation. These are explained below.

Transitional provisions in the Act provide that any organisation that held, on 30 August 2018, an approval granted by the Chief Executive under clause 16(d) of the former *Companion Animals Regulation 2008*, is taken to be designated as a rehoming organisation for the same term and subject to the same conditions as specified in that approval. This means that the organisation may continue to have unregistered companion animals in its custody, provided they are kept for rehoming and, in the case of any particular animal, it has not been in the custody of the organisation or any other rehoming organisation for more than 12 months.

Under the new legislation, a rehoming organisation may also keep a non-desexed cat without an annual permit where a permit would otherwise be required. However, it will only be exempt from the requirement to hold a permit if the cat is kept for rehoming and it has not been in the custody of the rehoming organisation or any other rehoming organisation for more than 12 months.

To encourage members of the public to adopt desexed companion animals from rehoming organisations, no registration fee is payable for the registration of the animal. This places rehoming organisations on the same footing as is the case where such animals are acquired from council pounds.

It is not compulsory for animal rescue organisations to become designated rehoming organisations to continue their work rehoming animals. They may continue to undertake those activities. However, the benefits conferred by designation will not apply.

To be designated as a rehoming organisation, an organisation must make an application to OLG under section 88B of the Act. These Guidelines provide information about the responsibilities that attach to designation and how an organisation may apply for designation.

## **2 Designation as a rehoming organisation**

### **2.1 Organisations eligible to apply for designation**

Section 88B of the Act allows the Departmental Chief Executive to designate an organisation as a rehoming organisation for the purposes of the Act and the Regulation.

To be eligible to apply for designation, an organisation must be one that is established primarily for the purpose of rehoming rescued or unwanted companion animals (i.e. cats and/or dogs).

If the organisation is a legal entity, such as an incorporated association, the application for designation must be made by an officer of the association who is authorised to make the application and who has been appointed as the Primary Carer of the animals in the custody of the organisation.

If the organisation is not a legal entity, the application must be made by the person who is the Primary Carer of the animals in the custody of the organisation. The application must be made in that person's own name as trustee for the organisation. In doing so, the Primary Carer must accept responsibility for the application and the organisation's obligations as a designated rehoming organisation. This means that they are personally responsible for ensuring that the organisation meets those obligations for the term of the designation.

### **2.2 The effect of designation**

Designation of an organisation as a rehoming organisation will in certain circumstances allow the rehoming organisation to have in its custody cats and dogs that are not registered and non-desexed cats that are 4 months of age or older without a current annual permit.

In regard to registration, section 9 of the Act provides that a companion animal must be registered from the time the animal is 6 months old. However, clause 17(1)(c) of the Regulation allows a designated rehoming organisation to have custody of an unregistered companion animal but only if the animal has not been in the custody of that organisation or any other rehoming organisation for more than 12 months (see the example in Table 1 below).

In regard to permits, section 11B(1) of the Act provides that an annual permit is required to own a cat that has not been desexed if the cat is 4 months of age or older. Keeping a cat without the necessary permit is an offence under section 11B(2).

However, section 11F(2) of the Act allows a designated rehoming organisation to have custody of a cat that has not been desexed and which is 4 months of age or older without an annual permit but only if the cat has not been in the custody of that organisation or any other rehoming organisation for more than 12 months in total (see the example below).

The reason for the 12-month time limit is that the exemptions are intended to apply only to animals that are in the temporary care of rehoming organisations and while they are awaiting rehoming.

To encourage members of the public to acquire desexed cats and dogs from rehoming organisations instead of from other sources, under clause 18(4)(c) of the Regulation there is no registration fee payable for these animals.

In designating an organisation as a rehoming organisation, the Departmental Chief Executive may impose conditions. Those conditions must be adhered to otherwise the rehoming organisation may have its designation revoked.

**Example:**

**Rehoming Organisation A** rescues an animal on **1 January 2020**, the C3B or C3A form (see 3.6 below) must record **1 January 2020** as the incoming date of that animal.

On **30 June 2020** **Rehoming Organisation A** transfers the animal to **Rehoming Organisation B**. On the C3B form (see 3.6 below), **Rehoming Organisation A** must record **30 June 2020** as the outgoing date of the animal and **Rehoming Organisation B** must record **30 June 2020** as the incoming date of the animal.

As the animal has already been in the custody of a rehoming organisation for 6 months, Rehoming Organisation B has 6 months left before the animal **must** be registered.

All forms and supporting documents must be submitted to a local council to update the NSW Companion Animals Register.

### **2.3 Designation is not an endorsement of the organisation**

Designation as a rehoming organisation under section 88B of the Act is not an endorsement of the rehoming organisation by OLG. It must not be used by a rehoming organisation for any promotional activities or to verify the credentials of the organisation to any other person or organisation.

If a rehoming organisation uses its designation for such purposes it is liable to have its designation revoked.

### **2.4 Designation is not transferrable**

A designation is not transferrable by the rehoming organisation to any other party. This means it must not be used by any other organisation or person, other than the designated organisation itself or any of its members as authorised in the notice of designation.

If a rehoming organisation allows any other person or organisation to use its designation it is liable to have the designation revoked.

### **2.5 Term of designation**

Designation is generally granted for a term of five years. Before the expiry of the term, an organisation wishing to retain its designation must re-apply for a new designation. To reapply, the organisation must submit a fresh application to OLG together with the information set out in these Guidelines (see 5 below).

### **2.6 Responsibilities of rehoming organisations**

All organisations undertaking companion animal rehoming activities and all carers associated with those organisations must comply with the requirements of all legislation governing those activities. That legislation is wide ranging. It not only includes the Act and the Regulation but also other legislation such as the *Prevention of Cruelty to Animals Act*

1979 (POCTA) (which governs animal welfare), the *Environmental Planning and Enforcement Act 1979* (which regulates activities that may be carried out on land) and the *Local Government Act 1993* (which allows councils to take action in regard to unhealthy conditions and nuisances on land).

Rehoming organisations must particularly ensure that they and their associated members and carers are aware of their obligations under the Act, the Regulation, POCTA and all relevant animal welfare guidelines and codes.

Rehoming organisations must also comply with all of the conditions specified in their notice of designation. Those conditions include reporting obligations (see 4 below).

The failure by a designated rehoming organisation in meeting its responsibilities may have serious ramifications for the organisation. Primarily, such failure may result in the organisation having its designation revoked.

Alternatively, the failure by a designated rehoming organisation to comply with the Act or the Regulation may result in the organisation losing some or most of the benefits of designation. If an owner of a companion animal is convicted of any offence under the Act or Regulation or pays a penalty notice amount for such an offence, the local council may require the person to register **all** companion animals that are owned by that person which are not otherwise required to be registered (clause 24 of the Regulation). It should be noted that the “*owner*” of a companion animal includes any person who ordinarily keeps the animal (section 7 of the Act).

Similarly, a council may require the owner of a particular companion animal to register the animal even though it was not otherwise required to be registered. This may happen in respect of a cat for which a nuisance order is issued under section 31 of the Act, or a dog in respect of which a nuisance order is issued under section 32A of the Act.

### **3 Animals entering and leaving a rehoming organisation**

#### **3.1 Certain dogs must not be accepted**

A rehoming organisation must not accept ownership of or sell or rehome a dog if the dog is:

- the subject of a notice of intention to declare it a restricted, dangerous or menacing dog; or
- a declared restricted, dangerous or menacing dog (sections 52A and 52B of the Act).

Rehoming organisations can check if a dog is subject to such a notice or is a declared restricted, dangerous or menacing dog by entering the animal’s microchip number into the ‘Buyer Search’ function on the NSW Pet Registry.

If a person wishes to surrender such a dog, the rehoming organisation must refer the person to the local council pound or to an approved animal welfare organisation. Approved animal welfare organisations include the RSPCA of NSW and the Animal Welfare League NSW.

#### **3.2 Companion animals must be microchipped**

All companion animals must be identified by microchip by the time they are 12 weeks old (section 8 of the Act). If a companion animal is sold before it is 12 weeks old, it must be

microchipped before it is sold. This equally applies to companion animals in the care of designated rehoming organisations.

If the animal is microchipped by the rehoming organisation, then the Permanent Identification (P1A) form must be recorded in the organisation's name and the carer's information must be provided. The microchip number and relevant details must be entered onto the NSW Pet Registry by the Authorised Identifier (person who microchipped the animal) or entered onto the NSW Companion Animals Register by a local council.

### 3.3 Confirming and determining ownership of companion animals

When a companion animal is surrendered by its owner to a designated rehoming organisation:

- (1) the organisation must satisfy itself that the person surrendering the animal is the owner of the animal (in the sense of being the owner of the animal as personal property) and for this purpose the organisation must obtain from the person-
  - (a) evidence of the person's identity; and
  - (b) any documentation the person may have as evidence of their ownership of the animal (e.g. a certificate of registration, copies of veterinary bills, or a statutory declaration sworn by the person stating that they are the owner of the animal).

**Note:** Examples of statutory declaration forms can be found in the Justices of the Peace section of the NSW Communities and Justice website at [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

- (2) the owner and the organisation must complete the C3A (Change of Owner) form (see 3.4 below);
- (3) the owner and the organisation must complete the organisation's surrender form;
- (4) the organisation must submit all documentation to its local council.

When a companion animal is delivered to a designated rehoming organisation by a person other than its owner:

- (1) the organisation must ascertain whether or not the animal was lawfully seized under the authority of the Act;
- (2) if the animal **was** lawfully seized under the authority of the Act-
  - (a) section 62 of the Act requires that the animal be delivered as soon as possible to its owner, a council pound or an approved premises (e.g. a veterinary clinic);
  - (b) consequently, the animal may not be held, sold or rehomed by the rehoming organisation.

**Note:** A person who seizes a companion animal under the authority of the Act commits an offence if they dispose of the animal otherwise than in accordance with section 62 of the Act.



- (3) if the animal **was not** seized under the authority of the Act-
  - (a) the designated rehoming organisation should take a statement from the person detailing how the animal came into that person's custody, the person's contact details and when and where the animal was found;
  - (b) the organisation should make all reasonable efforts to locate the owner of the animal, for example by contacting its local council and/or by using the 'Lost and Found' function on the NSW Pet Registry at [www.petregistry.nsw.gov.au/#/reportfoundpet](http://www.petregistry.nsw.gov.au/#/reportfoundpet);
  - (c) if the owner cannot be located, the organisation must have the animal microchipped and listed on the NSW Companion Animals Register (if this has not already been done) and complete the C3A (Change of Owner) form (if already microchipped and listed on the Register) and submit all documentation to its local council.

### 3.4 Animals entering into the custody of a rehoming organisation

When a rehoming organisation (transferee organisation) accepts custody of a companion animal from another rehoming organisation (transferor organisation):

- (1) before the transferee organisation may take custody of the animal, the animal must be microchipped and the identification information recorded in the NSW Companion Animals Register must show the transferor organisation as being the owner of the animal;
- (2) the transferor organisation must complete a C3B (Change of Owner) form which must record the transferee organisation as the new owner and record the details of the person responsible for the care of the animal;
- (3) if the transferor organisation is not a local council, the transferor organisation must provide a local council with a copy of the form within 3 days of the transfer.

**Note:** The Act defines a rehoming organisation as being a council or any other operator of a council pound, the Animal Welfare League of NSW, the Cat Protection Society of NSW Inc, the RSPCA NSW, and any other organisation that has been designated as a rehoming organisation by the Departmental Chief Executive under section 88B of the Act.

When a rehoming organisation accepts custody of a companion animal by way of the surrender of the animal by its owner or from another organisation that is not a rehoming organisation:

- (1) if the animal is not microchipped then the rehoming organisation must arrange to have it microchipped immediately;
- (2) the owner or other organisation surrendering the animal and the rehoming organisation must complete a C3A (Change of Owner) form which must record the rehoming organisation as the new owner and record the details of the person who will be responsible for the care of the animal;

- (3) the owner or other organisation surrendering the animal must submit the C3A form to a local council within 3 days after handing custody of the animal to the rehoming organisation.

### **3.5 Change of carer while animal in custody of rehoming organisation**

If the carer arrangements for a particular companion animal change while the animal is in the custody of a rehoming organisation, the secondary contact information, including the name and address of the carer, must be updated on the NSW Companion Animals Register by way of the organisation submitting a C3A (Change of Owner) form to a local council. The form must be submitted within 3 days of the change.

### **3.6 Animals leaving a rehoming organisation's custody – which forms to use**

When a companion animal leaves the custody of a rehoming organisation, the organisation must complete a C3B (Change of Owner) form and lodge it with a local council within 14 days of the transfer of custody.

Where the animal is to be rehomed with a new owner who lives in New South Wales and the new owner is not another rehoming organisation:

- (1) the rehoming organisation and the new owner must each complete a C3B (Change of Owner) form;
- (2) the rehoming organisation must submit that form to a local council within 14 days;
- (3) the rehoming organisation must provide a copy of the completed form to the new owner;
- (4) if the animal is unregistered, the rehoming organisation must inform the new owner that the new owner must register the animal (see 3.8 below).

**Note:** The new owner must, when completing the C3B form, provide their full name as shown on either their drivers licence, Medicare card or passport. This will enable them to create a profile on the NSW Pet Registry and to then link their pet's microchip record to their profile.

Where the animal is to be rehomed with a new owner who lives outside New South Wales:

- (1) the rehoming organisation and the new owner must complete a C3B (Change of Owner) form;
- (2) the rehoming organisation must submit that form to a local council within 14 days of the new owner taking custody of the animal;
- (3) the rehoming organisation should advise the new owner to contact their council within the State or Territory in which they reside to ascertain their obligations under that State or Territory's legislation in regard to keeping the animal.

### **3.7 Forms to be submitted to the local council**

One of the obligations of a rehoming organisation is to ensure the NSW Companion Animals Register is kept up-to-date in relation to each companion animal as it passes in and out of the organisation's custody. This is done by ensuring that the required forms are completed and submitted to a local council within the specified timeframe.

Additionally, there are other changes and events in relation to a companion animal which are listed in section 11 of the Act and which must be notified to a local council by the owner (or carer) of the animal. They include events such as the animal being missing for more than 72 hours (to be notified within 96 hours after the animal went missing), that an animal reported missing has been found (to be notified within 72 hours after the animal has been found) and that the animal has died (to be notified within 28 days after the animal dies).

Failure to submit the required forms or notify the other changes or events within the specified timeframes may constitute an offence under section 11 of the Act. It may also result in the designated rehoming organisation losing its designation.

A number of approved forms are required to be completed and submitted to local councils by rehoming organisations to ensure that the NSW Companion Animals Register is kept up to date, these include:

- Form C3A – Change of Owner – for animals entering care.
- Form C3B – Change of Owner – for animals leaving care or changes to carer information.
- Form P1A – Permanent Identification – for Authorised Identifiers after microchipping an animal.

**Note:** The responsibility for submitting a P1A form to a local council after a companion animal is microchipped rests with the authorised identifier who implants the microchip.

A designated rehoming organisation must retain a copy of all approved forms it has submitted to a local council for a minimum of 2 years.

### **3.8 Registration of rehomed companion animals**

When rehoming an unregistered companion animal, a rehoming organisation must notify OLG of the change of ownership using the C3B (Change of Owner) form (clause 39 of the Regulation).

Additionally, at the time it rehomes the unregistered animal, the rehoming organisation must inform the new owner of the new owner's obligation to register the animal. In doing so, the organisation must provide the new owner with the relevant copy of the CB3 (Change of Owner) form. The organisation must also advise the new owner that if, after one month, the new owner has not received an updated Certificate of Identification from a council confirming that they are now recorded as the owner, the new owner should provide their council with a copy of the relevant C3B form.

If the animal has been de-sexed, the rehoming organisation must advise the new owner that when registering the animal, they are entitled to-

- (1) free registration (clause 18(4)(c) of the Regulation); and

- (2) in the case of a dog, an exemption from the additional fee which would otherwise be payable if the dog was desexed after 6 months of age (clause 18(3)(b) of the Regulation).

To ensure the new owner receives the reduced registration fee amount, rehoming organisations should make a note to that effect on the C3B (Change of Owner) form.

Additionally, when transferring a companion animal to a new owner, the rehoming organisation should advise the new owner of the options available to them, once the animal has been transferred into their name, for registering the animal. These are:

- on the NSW Pet Registry – by creating a profile (i.e. registering an account as a pet owner), linking their pet’s microchip record to their profile, then selecting the registration payment option. Further information about how to use the Registry is available on the OLG website at [www.olg.nsw.gov.au/public/dogscats/information-for-professionals/information-for-breeders/](http://www.olg.nsw.gov.au/public/dogscats/information-for-professionals/information-for-breeders/).
- making payment at any Service NSW service centre.
- making payment at any local council.

**Important:** A rehoming organisation should advise the new owner to check with a local council that the animal’s microchip record has been updated as ‘sold from an eligible pound/shelter’ and as ‘desexed’ before paying the registration fee. All veterinarians have access to the NSW Pet Registry to update the desexing status of cats and dogs.

## 4 Record keeping and reporting

### 4.1 Annual reporting obligations of rehoming organisations

Designated rehoming organisations must report annually to the OLG on their activities during each financial year (from 1 July to the following 30 June) in order to retain their designation. Annual reports must be in the form attached to these Guidelines (**Appendix 1**) and contain all of the information referred to in that form. A PDF and MS Word version of the annual report form is available on the OLG website.

Annual reports must be submitted to OLG no later than 31 July following the end of each financial year. A failure to submit an annual report by this time may result in the organisation’s designation being revoked.

The information contained in the annual report must be accurate, verifiable and signed by the person identified by the organisation as the Primary Carer. This is the person identified on the list of approved rehoming organisations published on the OLG website.

A copy of the rehoming organisation’s completed annual report should also be provided to every local council from which the rehoming organisation has sourced animals during the reporting period and to any other local council that may request a copy.

### 4.2 What the OLG does with the information contained in the annual reports

The information contained in the annual reports submitted to OLG by designated rehoming organisations is collated and published on OLG’s website.

It provides an overview to councils and the public of the activities and outcomes for companion animals taken into care by designated rehoming organisations. OLG also undertakes spot checks and audits of the NSW Companion Animals Register to verify the accuracy of information provided by designated rehoming organisations.

### **4.3 Information a designated rehoming organisation must keep**

The following information is the minimum information required to be kept by a designated rehoming organisation for each animal taken into its care:

- the date on which the animal arrives into the organisation's care;
- the person and place from which the animal was sourced (e.g. a council pound, a surrendering owner, or another rehoming organisation);
- where applicable, a signed statement from the owner of an animal that is being surrendered and the signed transfer of ownership papers (if the animal is microchipped) or confirmation that this paperwork has been appropriately processed;
- the animal's identification information (microchip number);
- the name and address of the current carer with which the animal is placed and any change of carer information if the animal is moved;
- the date on which the animal leaves the organisation's care;
- the outcome for the animal (e.g. re-housed, escaped care, euthanised, died in care, transferred to another rehoming organisation);
- a copy of all forms submitted by the organisation to a local council in relation to the animal.

An example of a form for recording this information is in **Appendix 2** to these Guidelines.

Failure to keep and maintain accurate records may result in the organisation's designation being revoked.

### **4.4 Other matters designated rehoming organisations must report on**

Designated rehoming organisations must notify OLG in writing within 14 days of any changes to any of the information that was provided in its application for designation. This includes advising OLG of any changes to its Primary Carer's details, other carers' details or the rehoming organisation's contact information.

Failure to notify OLG of any such changes may result in the organisation's designation being revoked.

A rehoming organisation should also advise the OLG in writing if it ceases operating.

## **5 Applications for designation as a rehoming organisation**

### **5.1 Making an application for designation**

Applications for designation as a rehoming organisation must be made on the form provided on OLG's website at: [www.olg.nsw.gov.au/public/dogs-cats/information-forprofessionals/information-for-animal-rescue-organisations/](http://www.olg.nsw.gov.au/public/dogs-cats/information-forprofessionals/information-for-animal-rescue-organisations/).

Applications for the renewal of an existing designation must also be made on this form.

All information referred to in the application form must be provided. The application form must be signed by the organisation's authorised person. This is to be the same person identified by the organisation as its Primary Carer in that form.

Completed application forms must be accompanied by the following documents:

- a covering letter, on the organisation's letterhead, signed by the organisation's authorised person;
- a letter of support from a veterinarian having a relationship with the organisation;
- a letter of support from at least one NSW council from whose pound the organisation sources animals, or for new rehoming organisations, a letter of support from at least one NSW council confirming its willingness to release animals into the organisation's care;
- a letter of support from the council of the area in which the Primary Carer of the organisation resides.

Applications not containing all of the required information or which are not accompanied by all of the documents referred to above will be rejected.

Applications must be forwarded to:

Group Deputy Secretary, Planning Delivery and Local Government  
Office of Local Government  
Locked Bag 3015  
NOWRA NSW 2541  
By email: [rehoming@olg.nsw.gov.au](mailto:rehoming@olg.nsw.gov.au) (original documents must be posted)

## **5.2 Applications by organisations that operate outside NSW**

The main purpose in designating organisations as rehoming organisations under section 88B of the Act is to provide financial relief for organisations that operate within NSW to rehome companion animals. It also assists in encouraging members of the public to acquire such animals from those organisations rather than from the commercial sector.

Organisations that operate outside NSW, that is those that have no carers residing in NSW, are ineligible for designation even if the organisation accepts animals from NSW.

However, not being designated as a rehoming organisation under section 88B of the Act does not prevent an organisation that operates outside NSW from rescuing companion animals from a NSW council pound, provided the council is willing to release the animal to the organisation.

## **5.3 Applications for renewal of designation**

A designation as a rehoming organisation is granted for a specified period of time. Once that time expires the designation lapses and the benefits of designation cease.

Consequently, it is important that a designated rehoming organisation that wants to retain the benefits of designation re-apply to OLG for a further designation at least 3 months before the expiry of its current designation.

Re-applying involves making a fresh application. Before re-applying, the organisation must ensure that all information about animals in its care or that have been rehomed is up-to-date in the NSW Companion Animals Register. This means submitting all outstanding required forms to a local council for processing.

## **6 What OLG does when it receives an application**

Applications received will be assessed to determine if all required information has been provided. If it hasn't, the application will be declined on that basis and the organisation will be notified in writing.

If all the required information is provided, OLG will conduct compliance checks on the NSW Companion Animals Register to identify any concerns with the number of animals being held at a particular carer's address. Where an issue is identified the applicant will be contacted by OLG for further clarification. This may result in a delay in the assessment process or grounds for an application being unsuccessful.

## **7 Designation**

When an organisation is designated as a rehoming organisation under section 88B of the Act, both it and the relevant councils will be notified in writing. The organisation's name will be added to the list of designated rehoming organisations on OLG's website at [www.olg.nsw.gov.au/public/dogs-cats/information-for-professionals/information-for-animal-rescue-organisations/](http://www.olg.nsw.gov.au/public/dogs-cats/information-for-professionals/information-for-animal-rescue-organisations/).

The organisation will also be issued with a rehoming organisation number (section 83N of the Act). These numbers are provided to assist rehoming organisations in complying with their obligations under section 23A of POCTA in relation to advertising companion animals for sale. That section requires every person who advertises a cat or dog for sale or give away to include in the advertisement the microchip number of the animal, or the breeder identification number of the seller, or the rehoming organisation number if the seller is a rehoming organisation.

## **8 Further information**

Questions about designation requirements or the application process should be directed to OLG by email at [rehoming@olg.nsw.gov.au](mailto:rehoming@olg.nsw.gov.au) or by telephone on (02) 4428 4100.

More information about responsible pet ownership in NSW is available on OLG's website: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

## Annual Report by Designated Rehoming Organisation Cats/Dogs\*

(\*Strike out one as cats and dogs must be reported separately)

<b>Organisation Name:</b>			<b>Reporting Year:</b> 1 July 20..... to 30 June 20.....		
Number of animals that entered the organisation's care during the reporting year			Number of animals that left the organisation's care during the reporting year		
Number of animals entering care, by source, for the reporting year	From a council pound		Care outcome for this reporting year	Number rehomed	
	Surrendered by owner			Number escaped custody	
	From another rehoming organisation			Number euthanised for medical reasons**	
	Born in care			Number euthanised for behavioural reasons**	
	Other (please specify			Number euthanised for other reasons**	
Average duration of care for this reporting period (in days):			Number died in care		
Number of carers in the Organisation at end of reporting year			Number (other circumstances) ***		
Number of councils (local government areas) serviced			** For each animal, attach details separately of the date, where and why the animal was euthanised and who euthanised it.  *** For each animal, attach details of the other circumstances including date.		
Number of animals in the Organisation's care at end of this reporting year					

I declare that I am authorised by the Organisation as its Primary Carer to confirm that the information provided in this report and in the attachments to it is true and correct, and that a copy of the report and its attachments has been provided to all councils in whose areas the Organisation's carers reside.

**Full Name** ..... **Residential Address**.....

.....

**Signature:**..... **Date:**.....



Appendix 2

Data collection format example

<b>Microchip Number</b>	<b>Description of animal</b> <i>e.g. species, breed, colour, distinctive marks, name (if available)</i> <i>D.O.B (if available)</i>	<b>Date animal arrived in care</b>	<b>Date animal left care</b>	<b>Place from which animal was sourced</b> <i>e.g. council pound, previous owner, other organisations</i>	<b>Address of carer</b>	<b>Outcome</b> <i>Rehoused, escaped, died in care, other (please specify)</i>	<b>Outcome <i>Euthanised*</i></b> <i>(please provide details of why, who euthanised and where euthanised)</i>

**\*You must provide additional details about every animal in your organisation’s care that was euthanised, including who euthanised the animal, the date was it euthanised, where it was euthanised and the reason it was euthanised.**

