

# Animal Permit Application Kit

Keeping Animals in Ipswich

Period of 1 July 2011 - 30 June 2012

## GUIDE FOR COMPLETION OF PERMIT APPLICATION

Depending on the number and type of animals you wish to keep in Ipswich you may require a permit. The Quick reference guide will help you decide which permit, if any, you require.

**Keepers of any animals are required to comply with the minimum standards as outlined in the Local Laws regardless of whether a permit is required or not.**

Prior to making application, Planning and Development assessment is required for all commercial activities (this is any activity other than domestic - may include large scale hobbies), a Kennel Permit, any Non-Standard Permit for cats or birds or the keeping of any animals under the Other Animals section.

### PART A

Read through the Minimum Standards and if you can comply with **ALL** of them then tick the Yes box.

Read through the Conditions for the permit you wish to apply for and tick the **Yes** box if you can comply or the **No** box if you can not comply with each of the conditions.

**Note:** An application for a Non-Standard Permit is required where you are unable to comply with the standard conditions. A Non-Standard Permit is more expensive to apply for as it requires an inspection of the property.

### PART B

**ALL** applicants **MUST** also complete **Part B – Application for Permit**.

Once completed, return Part A and Part B to Council along with payment so your application can be assessed.

**Note:** If any animal causes a nuisance the keeper may be liable for an on the spot fine or be required to remove the animals from the property.

### QUICK REFERENCE GUIDE - KEEPING ANIMALS IN IPSWICH

	No Permit Required	Standard Permit Required	Non-Standard Permit Required
<b>DOGS</b>	<ul style="list-style-type: none"> <li>Keep up to 2 dogs</li> <li>Keep up to 4 dogs on land 2,000m<sup>2</sup> or more</li> </ul>	<ul style="list-style-type: none"> <li>Standard Permits do not apply to keeping dogs</li> </ul>	<ul style="list-style-type: none"> <li>Special Permit: keep up to 4 dogs on land less than 2,000m<sup>2</sup></li> <li>Kennel Permit: keep more than 4 dogs on land 2,000m<sup>2</sup> or more</li> <li>Guard Dog Permit: keep guard dogs on commercial property</li> </ul>
	Note: All dogs must be registered, registration fees apply.		
<b>CATS</b>	<ul style="list-style-type: none"> <li>Keep up to 2 cats</li> </ul>	<ul style="list-style-type: none"> <li>Domestic Cat Permit: keep up to 4 desexed cats not for breeding and/or sale</li> </ul>	<ul style="list-style-type: none"> <li>Restricted Cattery Permit: keep up to 4 entire cats for breeding and/or sale</li> <li>Cattery Permit: keep more than 4 cats</li> </ul>
	Note: All cats must be registered, registration fees apply.		
<b>BIRDS</b>	<ul style="list-style-type: none"> <li>Keep up to 2 birds on land 350m<sup>2</sup> or more</li> <li>Keep up to 12 birds on land 700m<sup>2</sup> or more</li> <li>Keep up to 25 birds on land 1,000m<sup>2</sup> or more</li> <li>Keep rooster/s on rural land</li> </ul>	<ul style="list-style-type: none"> <li>Bird Permit: keep up to 50 birds on land 1,000m<sup>2</sup> or more but not including roosters or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family</li> </ul>	<ul style="list-style-type: none"> <li>Bird Permit: keep birds above allowable 'No Permit' or 'Standard Permit' limits</li> </ul>
<b>OTHER ANIMALS</b>	<ul style="list-style-type: none"> <li>Keep stock (eg. cattle, horses, sheep etc) on rural/non urban land</li> <li>Keep horses on land 4,000m<sup>2</sup> or more</li> </ul>	<ul style="list-style-type: none"> <li>Animal Permit: keep stock (eg. cattle, horses, sheep etc) <b>excluding pigs</b> on land other than rural/non urban</li> <li>Animal Permit: keep horses on land less than 4,000m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>Animal Permit: keep a pig on other than rural/non urban land</li> </ul>

Keepers of any animals must comply with minimum standards set out in the *Local Law*.

## DOGS

### All dogs must be registered.

No permit is required to keep up to 2 dogs. No permit is required to keep up to 4 dogs on land 2,000m<sup>2</sup> or more.

All dog owners must comply with the following minimum standards in accordance with *Local Law 7 (Dogs)* regardless of whether they require a permit or not.

#### I comply with the following Minimum Standards

YES

NO

- All dogs over three months of age must be registered
- All dogs must be confined to the property by way of adequate fencing or an enclosure
- All dogs must wear a current registration tag
- Enclosures must provide adequate freedom for a dog/s to exercise, taking into account the breed, size, and nature of the dog/s and provide a sheltered area from the weather at all times
- The owner of any dog/s must not allow the dog/s, either by itself or with any other dog/s to become a nuisance, inconvenience or annoyance
- A person must dispose of dog faeces on both private and public land in a manner as not to cause an odour or fly nuisance

#### NON-STANDARD PERMITS:

- Have any dog/s been declared a dangerous dog (*If YES, please attach details*)
- Food must be stored in vermin proof conditions
- Other conditions may apply upon assessment

YES

NO

YES

NO

**Special Permit** (*to keep more than 2 and up to 4 dogs on land less than 2,000m<sup>2</sup>*)

#### Conditions:

- I have notified all my neighbours within 100 metres  
3 weeks prior to lodging my application (*Special Permit Only*)

YES

NO

Permit can not be approved without notification - See 'Letter of Notification'

(*If you wish to receive a map outlining the neighbours you need to notify, please contact Council on (07) 3810 6666.*)

**Guard Dog Permit** (*to keep guard dogs on commercial property*)

#### Conditions:

- The permit holder must take all reasonable measures to prevent the dog/s harming the public and/or animals
- Appropriate warning signs must be displayed adjacent to each entrance on the property and display a 24 hour contact number  
(*suggested size - 35cm x 20cm, black with white writing 'Guard dog on premises' and contact number*)
- No more than two guard dogs must be kept on the premises at any one time
- The guard dog/s must wear a current registration tag at all times
- The guard dog/s must be kept behind a secure fence or enclosure which is adequate to prevent any part of the dog from leaving the confined area and prevent the dog from escaping
- The guard dog/s must be fitted with a microchip  
(*Please attach proof of microchipping including the microchip number*)
- The guard dog/s must wear a suitable collar at all times

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

**Kennel Permit** (*to keep more than 4 dogs on land 2,000m<sup>2</sup> or more*)

\*A kennel is defined as "Intensive Animal Husbandry" under the *Ipswich Planning Scheme 2006*. Such uses may require a planning approval from Council. It is recommended that before you apply for a permit you contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

Any approval required under the *Ipswich Planning Scheme 2006* has been granted\*

YES

NO

(*Development Approval No.*) \_\_\_\_\_

#### Conditions:

- Kennel accommodation must be at least three metres from any property boundary and at least 12 metres from any residential building
- Kennels must be of sound construction and are able to be easily cleaned
- Kennels must be of sufficient size and provide adequate light and fresh air for the number, size, breed and nature of the dogs to be kept

YES

NO

YES

NO

YES

NO



**Ipswich City Council**

45 Roderick St  
PO Box 191  
Ipswich QLD 4305  
Australia

**Tel** (07) 3810 6666  
**Fax** (07) 3810 6731  
**Email** council@ipswich.qld.gov.au  
**Web** www.ipswich.qld.gov.au

**LETTER OF NOTIFICATION AS PRESCRIBED BY COUNCIL'S LOCAL LAW  
TO KEEP MORE THAN 2 DOGS AND UP TO 4 DOGS**

Twenty-one days prior to applying for a Special Permit to keep up to 4 dogs, the applicant must notify in writing all occupants of properties within 100 metres of where dogs are to be kept the following:

I/we \_\_\_\_\_

of \_\_\_\_\_

wish to apply to the Ipswich City Council for a SPECIAL PERMIT to keep \_\_\_\_\_ (number of dogs up to 4) dogs on property:

situated at \_\_\_\_\_

and described as (eg. Lot and RPN Number) \_\_\_\_\_

The registered owner of the land is \_\_\_\_\_

of \_\_\_\_\_

It is intended to keep (number of dogs) \_\_\_\_\_ dogs.

The breed of the dogs is/are \_\_\_\_\_

Type and location of proposed kennel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Objections to the application may be lodged with the Chief Executive Officer, PO Box 191, Ipswich QLD 4305**

by \_\_\_\_\_  
(insert day and date 14 days after notification)

***Any objections must be in writing and must be addressed to the Chief Executive Officer, stating the grounds of the objection.***

## CATS

### All cats must be registered.

No permit is required to keep up to 2 cats.

All cat owners must comply with the following minimum standards in accordance with *Local Law 4 (Keeping and Control of Animals)* regardless of whether they require a permit or not.

### I comply with the following Minimum Standards

YES

NO

- All cats must be confined to the property at all times
- An adequate supply of food and water must be provided
- All faeces and urine must be disposed of without causing nuisance
- All cats must be vaccinated as appropriate to the age of the animal
- Cats are to be kept in such a manner so as not to be harmful to the health of a person

### STANDARD PERMITS:

**Domestic Cat Permit** (to keep more than 2 and up to 4 desexed cats not for breeding and/or sale)

#### Conditions:

- All cats must be desexed  YES  NO
- All cats must be kept in a manner so as not to cause a nuisance  YES  NO
- All pet food must be stored in vermin proof containers  YES  NO
- All cats must be confined to the premises at all times unless restrained by a lead or other means  YES  NO

### NON-STANDARD PERMITS:

**Restricted Cattery Permit** (to keep more than 2 and up to 4 entire cats for breeding and/or sale)

**Cattery Permit** (to keep more than 4 cats)

\*A cattery is defined as "Intensive Animal Husbandry" under the *Ipswich Planning Scheme 2006*. Such uses may require a planning approval from Council. It is recommended that before you apply for a permit you contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

Any approval required under the *Ipswich Planning Scheme 2006* has been granted\*

YES

NO

(Development Approval No.) \_\_\_\_\_

#### Conditions:

- All pet food to be stored in vermin proof containers  YES  NO
- Records must be kept of the methods of disposal of cats including sale and giveaway's and include new owners name and address  YES  NO
- Facilities are available to effectively isolate diseased cats when necessary  YES  NO
- All cages or enclosures to be thoroughly cleaned and disinfected on a daily basis to avoid the spread of disease  YES  NO
- All cats must be kept so as not to cause a noise, odour or fly nuisance  YES  NO
- Other conditions may apply upon assessment  YES  NO

## BIRDS (including poultry, pigeons, aviary birds, peacocks and parrot types)

No permit is required to keep the number of birds listed in Table 1 below for the applicable land size.

All bird owners must comply with the following minimum standards in accordance with *Local Law 4 (Keeping and Control of Animals)* regardless of whether they require a permit or not.

### I comply with the following Minimum Standards

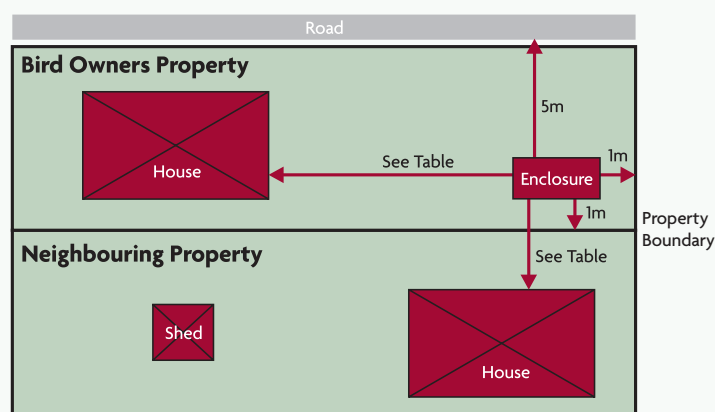
YES  NO

- All birds must be effectively confined within an enclosure appropriate for the number of birds, the size and the breed
- All enclosures must be at least 1 metre from boundary fence and 5 metres from any road or public land
- The enclosure must be thoroughly cleaned at least once a week and effectively treated with an insecticide at least twice a year
- The enclosure must be constructed and maintained so as to prevent vermin
- Feed must be kept in a vermin proof container
- Minimum distances from any residential buildings (see Table 1 below)

Table 1

Number of birds	Min. distance of an enclosure from any residential building or premises	Minimum land size
1-2	10 metres*	350m <sup>2</sup>
3-12	15 metres	700m <sup>2</sup>
13-20	20 metres	1,000m <sup>2</sup>
21-25	25 metres	1,000m <sup>2</sup>

\*Exclusions apply where small birds are kept in portable cages



### STANDARD PERMITS:

- Bird Permit** (to keep up to 50 birds on land 1,000m<sup>2</sup> or more but not including roosters or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family)

#### Conditions:

- Birds must be kept so as not to cause a noise, odour or fly nuisance  YES  NO
- Birds must not include roosters or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family  YES  NO
- The minimum distance of an enclosure from any residential building or premises is 25m  YES  NO

### NON-STANDARD PERMITS:

- Bird Permit** (to keep birds above allowable 'No Permit' or 'Standard Permit' limits)

\*The keeping of birds may be defined as "Intensive Animal Husbandry" under the Ipswich Planning Scheme 2006. Such uses may require a planning approval from Council. It is recommended that before you apply for a permit you contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

Any approval required under the Ipswich Planning Scheme 2006 has been granted\*  YES  NO

(Development Approval No.) \_\_\_\_\_

#### Conditions:

- Birds must be kept so as not to cause a noise, odour or fly nuisance  YES  NO
- Other conditions may apply upon assessment

**Note:** The keeping of native birds may require a permit from Queensland Parks and Wildlife Service.

## OTHER ANIMALS (including cattle, horses, llama, pigs, camels, sheep, goats, deer and the like)

No permit is required to keep stock on rural/non urban land or horses on land 4,000m<sup>2</sup> or more.\*

\* Depending on land zoning and property size Planning and Development assessments and approvals may be required prior to making application to the Health, Parks and Recreation Department. Please contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

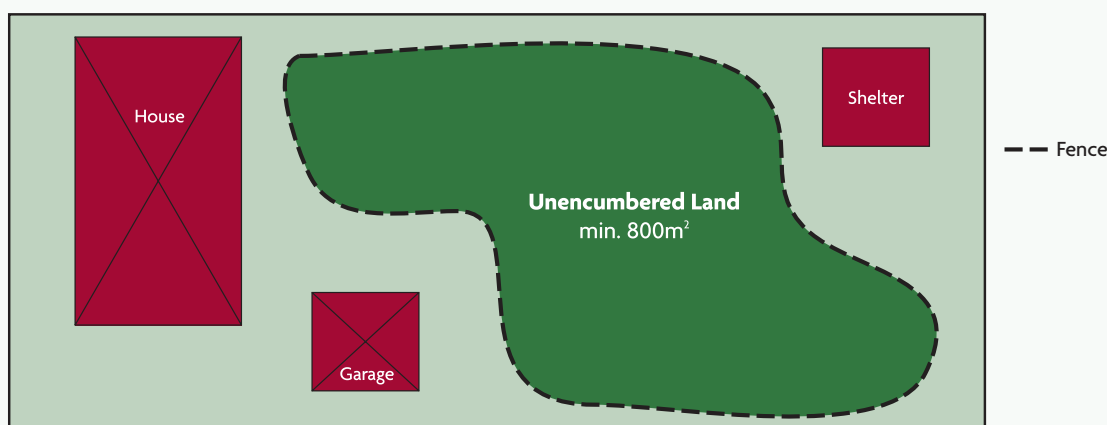
Any approval required under the Ipswich Planning Scheme 2006 has been granted\*  YES  NO

(Development Approval No.) \_\_\_\_\_

All animal owners must comply with the following minimum standards in accordance with *Local Law 4 (Keeping and Control of Animals)* regardless of whether they require a permit or not.

I comply with the following Minimum Standards  YES  NO

- Manure and urine must not cause a nuisance
- All feed is to be stored in a vermin proof manner
- A minimum of 800m<sup>2</sup> of open land, unencumbered by buildings, shall be available for **each** animal kept on the property
- The keeping of an animal must not cause a noise, odour or fly nuisance
- Where the grazing behaviour of an animal kept on land is likely to cause damage to neighbouring property, the occupier of the land where the animal is kept shall take all reasonable measures to effectively isolate the animal from the property at risk, to the satisfaction of an authorised person (*Reasonable measures may include the construction of a fence to achieve a 3 metre set-back from affected property boundaries or separate enclosures*)



If your property is 4000m<sup>2</sup> (1 acre) or more and zoned rural/non urban **you do not** require a permit to keep animals. (Zoning restrictions do not apply to keeping horses.)

If your property is under 4000m<sup>2</sup> (1 acre) and not zoned rural/non urban, **you are** required to apply for a permit to keep animals.

### STANDARD PERMITS:

**Animal Permit** (to keep cattle, horses, llama, camels, sheep, goats and deer excluding pigs on land other than rural/non urban)

#### Conditions:

- Animals must not include pigs  YES  NO

**Animal Permit** (to keep horses on land less than 4,000m<sup>2</sup>)

### NON-STANDARD PERMITS:

**Animal Permit** (to keep pigs on land other than rural/non urban)

#### Conditions:

- The pig must be confined to a suitable enclosure at all times  YES  NO
- The enclosure must be located more than 60 metres from any dwelling or road  YES  NO
- The enclosure must be located more than 30 metres from any property boundary  YES  NO
- Other conditions may apply upon assessment  YES  NO

## STABLE PERMIT

All animal owners must comply with the following minimum standards for keeping animals in accordance with *Local Law 4 (Keeping and Control of Animals)* regardless of whether they require a permit or not.

I comply with the following Minimum Standards

YES

NO

- Manure or urine shall not cause a nuisance
- All feed is to be stored in a vermin proof manner
- Where the grazing behaviour of a horse kept on land is likely to cause damage to neighbouring property, the occupier of the land where the horse is kept shall take all reasonable measures to effectively isolate the horse from the property at risk, to the satisfaction of an authorised person (*Reasonable measures may include the construction of a fence to achieve a 3 meter set-back from affected property boundaries or separate enclosures*)

\* Operating a stable is defined as "Intensive Animal Husbandry" under the *Ipswich Planning Scheme 2006*. Such uses may require a planning approval from Council. It is recommended that before you apply for a permit you contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

Any approval required under the Ipswich Planning Scheme 2006 has been granted\*

YES

NO

(Development Approval No.) \_\_\_\_\_

### STANDARD PERMIT:

Stable Permit

#### Conditions:

- The stable building must be constructed and maintained so as to prevent the harbourage of vermin
- All horses must be given adequate exercise on a daily basis
- The floor, walls and ceiling of the stable must be capable of being easily cleaned
- The maximum limit of horses must be: one horse per stall

YES

NO

YES

NO

YES

NO

YES

NO

## PET SHOP PERMIT

The permit holder must comply with the following conditions for keeping animals on a commercial premises in accordance with *Local Law 4 (Keeping and Control of Animals)*.

\* The applicant must have approval under the *Ipswich Planning Scheme 2006* to operate a commercial business of offering animals for sale. It is recommended that before you apply for a permit you contact Council's Planning and Development Department on telephone number (07) 3810 6666 to obtain further information.

Any approval required under the *Ipswich Planning Scheme 2006* has been granted\*  YES  NO  
(Development Approval No.) \_\_\_\_\_

### NON-STANDARD PERMITS:

Pet Shop Permit

#### Conditions:

- The whole of any pet shop including all enclosures are to be kept clean at all times  YES  NO
- All animal waste and other refuse is to be stored and disposed of in a manner to the satisfaction of an authorised person  YES  NO
- All animals are to be kept in a manner so as not to cause a nuisance  YES  NO
- All food is to be stored in vermin proof containers  YES  NO
- The operation of the pet shop is not to cause a noise nuisance  YES  NO
- All cats and dogs offered for sale must be vaccinated as appropriate to the age of the animal prior to any sale being completed  YES  NO
- Other conditions may apply upon assessment

Ipswich City Council encourages responsible pet ownership and as part of our strategy to achieve this, we are trying to reduce the number of stray and unwanted animals within our city. We would like Pet Shop owners to be part of the solution to this ever increasing problem.

On 1 July 2009, the Queensland Government's *Animal Management (Cats and Dogs) Act 2008* was introduced. This Act is a result of pressure from welfare agencies on the State Government to reduce the number of unwanted animals being destroyed in pounds and shelters. The focus of the Act is to:

- (a) provide for identification and registration of cats and dogs; and
- (b) promote the responsible ownership of cats and dogs.

As part of the Act there are certain obligations on suppliers of cats and dogs regarding registration and micro-chipping at point of sale or transfer. To find out more about your obligations as a Pet Shop owner please refer to the following website:

<http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2008/08AC074.pdf>

Pet shop owners and operators should also refer to the Queensland Government Code of Practice for Pet Shops which sets out standards for the care and management of animals kept for sale in pet shops. If you do not already have a copy of this Code of Practice a copy can be downloaded from the following website:

[www.dpi.qld.gov.au/documents/AnimalIndustries\\_AnimalWelfareAndEthics/QLdCodeOfPracticeForPetShops.pdf](http://www.dpi.qld.gov.au/documents/AnimalIndustries_AnimalWelfareAndEthics/QLdCodeOfPracticeForPetShops.pdf)

***Council may consider adopting conditions from these guidelines and legislation when reviewing it's Local Laws in future.***

## PART B – APPLICATION FOR PERMIT *(must be completed by ALL applicants)*

### Applicants Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: *(if different from above)* \_\_\_\_\_

### I wish to apply for the following permit:

#### 1 STANDARD PERMIT

- Domestic cat permit \$135
- Bird permit \$140
- Animal permit \$140
- Animal permit - horses \$140
- Stable permit \$135

#### 2 NON-STANDARD PERMIT

- |  |   |
|--|---|
| <input type="checkbox"/> Special permit \$305            | <input type="checkbox"/> Bird permit to keep above allowable limits \$265 |
| <input type="checkbox"/> Kennel permit \$350             | <input type="checkbox"/> Animal permit \$265                              |
| <input type="checkbox"/> Guard dog permit \$350          | <input type="checkbox"/> Animal permit to keep horses \$265               |
| <input type="checkbox"/> Domestic cat permit \$265       | <input type="checkbox"/> Animal permit to keep pigs \$265                 |
| <input type="checkbox"/> Restricted cattery permit \$305 | <input type="checkbox"/> Stable permit \$265                              |
| <input type="checkbox"/> Cattery permit \$305            | <input type="checkbox"/> Pet shop permit \$305                            |
| <input type="checkbox"/> Bird permit \$265               |   |

**Note:** This table is to be completed for Non-Standard Permits ONLY.

Type of Animal (dog, cat, bird etc.)	Breed (If animal is crossbreed, what does it mainly look like?)	Number of Animals

Have you been prosecuted, issued with a Notice to Comply, or an infringement from Council within the last three years?

YES

NO

*If Yes please attach details.*

### 3 DECLARATION

I understand that if I do not comply with the minimum standards of the local law and or the conditions of the permit, I may be liable to penalties, my permit may be revoked or I may be required to remove the animals from the property.

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.

**Note: Providing false information may render you liable to legal action.**

**Applicants name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### Please lodge application form at:

Ipswich City Council  
Customer Service Centre  
Ipswich City Square  
IPSWICH

#### Or post to:

Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305

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#### Payment Options:

Cheque (*make payable to Ipswich City Council*), Cash, Money Order or Credit card

Credit card type:  Visa  Mastercard

Card number:

Cardholder's name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Amount authorised:  Standard permit fee \$ (Non-refundable)

Non standard permit fee \$ (Non-refundable)

(Refer to previous page for appropriate price)

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#### OFFICE USE ONLY

Application Number: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_

Date paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Issue Permit:  YES

NO

Authorised Officer: \_\_\_\_\_

Signature of authorised officer: \_\_\_\_\_

Ipswich City Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning animal management. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.