

THE CURRENT OWNER WILL NEED TO

- Confirm they no longer have ownership of the dog and provide the name of the person that is taking over the registration.
- Confirm the dog has been microchipped prior to being sold/given away as per the *Animal Management (Cats and Dogs) Act 2008*. If the microchip number is not in our system this will need to be listed.

THE NEW OWNER WILL NEED TO

- Confirm they are happy to take over registration responsibilities and have read and understand the fencing/enclosure requirements (Local Law 6). This can be found on the Dog Registration Form.
- Confirm the dog has been microchipped and provide microchip number. To comply with the *Animal Management (Cats and Dogs) Act 2008*, all dogs must be microchipped prior to the transfer of ownership.

If correspondence from both parties cannot be obtained (moved states, no longer in contact with previous owner etc.), the new owner will need to complete a Statutory Declaration, have it signed by a Justice of the Peace (JP) and return it to Ipswich City Council. Council will then make attempts to contact the previous owner for confirmation of this.

The current owner makes this application in the belief that the information provided is true and correct and agrees to forgo any refund of dog registration fees.

ANIMAL DETAILS

Animal name				Breed			Colour		
Distinguishing features or marks							Age	<input type="text"/>	<input type="text"/>
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	De-sexed	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Current registration tag number									
Permanent Identification (PID)/Microchip number									

TO WHOM IT MAY CONCERN (current owner)

I (name)																
Of (address)																
No longer have ownership of my dog named																
Reference tag number																
Phone				Mobile			Email									
Owner signature					Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NEW REGISTERED OWNER DETAILS						
Title		Given name		Surname		
Residential address						
Suburb			State/Territory		Postcode	
Postal address (if different from above)						
Suburb			State/Territory		Postcode	
Address where the dog will be kept (if different from above)						
Suburb			State/Territory		Postcode	
Home phone		Work phone		Mobile		
Email						
New owner signature			Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
TO WHOM IT MAY CONCERN (new owner)						
I (name)						
Of (address)						
Acknowledge that I will take full responsibility for the dog and request that it be registered in my name from this date. I am over 18 years of age.						
<input type="checkbox"/> I require a new registration tag <input type="checkbox"/> I require a new registration certificate						
New owner signature			Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
LODGEMENT Please lodge your completed application form to						
In person		Post to		Email		
Ipswich City Council Customer Service Centre 143 Brisbane Street IPSWICH (top of the Ipswich City Mall)		Ipswich City Council PO Box 191 IPSWICH QLD 4305		council@ipswich.qld.gov.au		

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 the processing of this application. 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 or as required by law.