

# GLEN EIRA CITY COUNCIL FOSTER CARER REGISTRATION FORM

Voluntary foster carer registration information Updated June 2024

Application number

Receipt number

Under current Victorian law, foster carers must register all foster animals (over three months of age) housed at their premises with their local council, even if the animal is in their care for a short period of time.

## What is foster care?

Under Section 3 of the *Domestic Animals Act 1994*, foster care means the care of a stray, abandoned or unwanted dog or cat (whether or not as part of a community foster care network) that is temporarily or for the purpose of finding a new home for the dog or cat and that takes place on premises on which the care is being provided to no more than:

- A. Five dogs or animal adult equivalent dogs;
- B. Five cats or animal equivalent cats; or
- C. A combination of five dogs and cats or animal adult equivalent dogs and cats.

## What is the Voluntary Foster Care Scheme?

Individual foster carers may apply to their local council to be a registered foster carer as part of a voluntary scheme, with registration valid for one year. In accordance with section 68H of the *Domestic Animals Act 1994*, Council has set an annual fee of \$76.80 to register as a foster carer. Voluntarily registered foster carers will receive:

- a reduced registration rate of no more than \$8 for each dog they foster during the first 12 months the dog is in their care;
- a reduced registration rate of no more than \$8 for each cat they foster during the first 12 months the cat is in their care; and
- the ability to use pet shops as a means of providing additional community exposure to dogs six months of age or older, and cats eight weeks of age or older.

If approval is granted to join the *Scheme*, your local council will issue you with a certificate that you will need to show pet shops to demonstrate that you are an approved source and are eligible to supply cats and dogs.

## Are there other requirements for foster carers?

Maybe, some local councils set limitations on the number of animals you can house at your premises. You may need to apply with Council for an excess/multiple animal permit and/or planning permit. In addition, if you have more than five foster animals you will need to apply to be an animal shelter, regardless of how many animals your council permits.

For further information, please see the Victorian Government's [Guide for Victorian dog and cat community foster care networks and rescue groups](#) or visit <http://agriculture.vic.gov.au/pets/puppy-farm-legislation> for fact sheets about the voluntary scheme.

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## Foster carer details

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		Phone number:
Given name/s:		Surname:
Email:		
Address:		
State:	Postcode:	
Postal address (if different to above):		
Number of registered dogs and/or cats at the abovementioned property (not including your foster animals):		
Are you the owner or occupier of this property?	<input type="checkbox"/> Owner	<input type="checkbox"/> Occupier
What type of animals will you be fostering?	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat

**I hereby certify that the information provided in this form is complete, true and correct.**

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Privacy collection notice

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014* (Vic) (*PDP Act*). Personal information is collected by Council only for the purpose of Council's functions set out in section 3E of the *Local Government Act 1989* (Vic). Specifically, personal information is collected to assist in the registration and processing of your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your application. In certain circumstances, we may disclose information about you where permitted or authorised under the *PDP Act* or other applicable law. If you would like to know more about privacy at Council, including your right to seek access to your personal information, contact Council's privacy officer on 9524 3333. Council's *Privacy Policy* is available at <https://www.gleneira.vic.gov.au/about-council/our-organisation/council-legislation-and-policies/privacy>

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## PART A — Context

### 1. Do you foster dogs and/or cats over three months of age?

Yes  No

### 2. Are you aware Council does not allow more than two dogs or two cats to be housed together without an approved multiple pet permit?

Yes  No

*Please enquire with your local council if you are uncertain about the number of animals you can house.*

### 3. Do you hold a multiple pet permit (if required)?

Yes  No

*Please enquire with your local council if you are unfamiliar with this requirement. If you have a multiple or excess animal permit, please attach a copy to this form.*

### 4. Do you understand that, if approved as a registered foster carer, you cannot house more than five foster animals at any given time (even if your local council permits you to house more)?

Yes  No

*Please note: this requirement also applies to foster carers that are not registered in the Foster Carer Scheme. If you have more than five foster animals, you are required to register as an animal shelter.*

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## PART B — Eligibility

### 1. Have you been found guilty of:

An offence against the *Prevention of Cruelty to Animals Act 1986* or regulations made under that Act?

Yes If yes, offence:  Date:

No

An offence against the *Domestic Animals Act 1994* or the *Domestic Animals Regulations 2015*?

Yes If yes, offence:  Date:

No

An offence against a law of another state or a territory of the Commonwealth that corresponds with a law referred to in any legislation mentioned above?

Yes If yes, offence:  Date:

No

### 2. Is the premises where you house your foster animals registered as a domestic animal business?

Yes  No (go to question 4)

### 3. What type of domestic animal business is the premises registered as?

Boarding  Breeding  Pet shop  Shelter  Training

### 4. Are you the proprietor of a domestic animal business at the location other than the premises where you house your foster animals?

Yes  No (go to question 4)

*Please note: if you answered yes to any of the above, you may be ineligible to register as a foster carer.*

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## PART E — Affiliations

### 1. Are you affiliated with a shelter or pound?

Yes  No (go to question 4)

*If you answered yes to the above, please complete the following information about the shelter or pound.*

Name:	Phone number:
Email:	
Address:	
State:	Postcode:

### 2. Do you have a section 84Y agreement with any Victorian council to rehouse cats and dogs?

Yes  No (go to question 4)

*If you answered yes to the above, please complete the following information about the shelter or pound.*

### 3. Which council/s do you have a section 84Y agreement with?

Council

*Please note: under the Domestic Animals Act 1994, section 84Y enables council to enter into written agreements with individuals or bodies to sell or dispose of dogs and cats seized or surrendered to council. Enquire with your local council if you wish to learn more about this agreement.*



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## PART E — Affiliations

### 4. Are you affiliated with a Community Foster Care Network (CFCN)?

Yes  No (go to question 4)

*If you answered yes to the above, please complete the following information about the shelter or pound.*

Name:	Phone number:
Email:	
Address:	
State:	Postcode:

### Payment options (payment must be received with this form)

#### Mail payment to:

Glen Eira City Council  
PO Box 42  
Caulfield South 3162

#### Pay in person:

Present this notice to the cashier at  
Council's Service Centre,  
corner Glen Eira and Hawthorn Roads, Caulfield.

#### Email application form and pay over the phone:

mail@gleneira.vic.gov.au

Once you have emailed through your application form, please contact our Service Centre on 9524 3333 to pay.

For your protection and compliance with the *Payment Card Data Security Standard*, **your email will not be accepted if forms are submitted with credit card details included.**

If paying by credit card via mail:

Credit card type:  Visa  MasterCard

Name of credit card holder: \_\_\_\_\_

Expiration date:

Cardholder signature: \_\_\_\_\_

Total amount:

Credit card number: