



Office:  
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Planning & Environment Department  
New / Existing Dog - Database Change Form

Telephone 07 4681 5535  
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- Mandatory Fields:** Change Dog Status (died, left district etc).  Replacement Tag.   
 Change Property Assessment Number.  Change Property Owners Address.  Change Property Owners Details.   
 New/Change Dog Details.  Change Pet Owners Name and/or Address and/or Details.  Change Dog Desexing Details.   
 Change Dog Obedience Details.  Change Keep 2 or more Dog Permit.

New Dog  Existing Dog  Owner of Property  Other (Rental)

**Property Assessment Number:** (that dog is linked to - every dog MUST be linked to a property)  
(search property database and enter details) Property Assess Number:..... Property Assess ID.....

**Name of Property Owner:** (from property database)  
Given Names:..... Surname:.....

**Address of Property:** (from property database)  
House No:..... Street:.....  
Locality:..... State:..... Postcode:.....

**Name/Address of Pet Owner:** (if different to Property Owner, must be 16 years of age, must be Birth/Marriage Certificate name)  
(search dog database 'Select' or 'New' entity) (if changes to entity or address are required 'Change of Address Notification' form must be completed)  
 New Given Names:..... Surname:.....  
 Existing PO Box No:..... House No & Street:.....  
Locality:..... State:..... Postcode:.....

**Phone Contact Details:** Home:..... Work:..... Mobile:.....

Dog Details (for first 3 dogs): Fields	1st Dog/Account ID: .....	2nd Dog/Account ID: .....	3rd Dog/Account ID: .....
<input checked="" type="checkbox"/> New Tag Number			
<input checked="" type="checkbox"/> Old Tag Number			
<input checked="" type="checkbox"/> Replacement Tag Memo: >old tag #< changed to >new tag #< - Reason e.g. D07-1234 changed to D07-4567 - Incorrect at receipting			
<input checked="" type="checkbox"/> Breed Primary:			
<input checked="" type="checkbox"/> Breed Primary Text: (Optional)			
<input checked="" type="checkbox"/> Breed Secondary:			
<input checked="" type="checkbox"/> Breed Secondary Text: (Optional)			
<input checked="" type="checkbox"/> Colour Primary:			
<input checked="" type="checkbox"/> Colour Primary Text: (Optional)			
<input checked="" type="checkbox"/> Colour Secondary:			
<input checked="" type="checkbox"/> Colour Secondary Text: (Optional)			
<input checked="" type="checkbox"/> Date of Birth:			
<input checked="" type="checkbox"/> Gender (Male/Female):			
<input checked="" type="checkbox"/> Sterilised (Yes/No):			
<input checked="" type="checkbox"/> Sterilised/Desexed Memo: 1- Previously tendered document 2- Certificate from qualified vets 3- Statutory declaration 4- Council organised sterilisation			
<input checked="" type="checkbox"/> Pet Name:			
<input checked="" type="checkbox"/> Two Plus Dogs Permit: Memo: (DW Doc No.....)			
<input checked="" type="checkbox"/> Two + Permit: (Field in 'Dog Info' screen)			
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Category (Billing Code): (D06= Whole or D01= Desexed, etc)			
<input checked="" type="checkbox"/> Obedience Certificate Memo: Certificate number required			
<input checked="" type="checkbox"/> Status: Cancelled, Deceased, Relocated, Dog Notice returned			
<input checked="" type="checkbox"/> Status Memo: Date and reason. ( Dog died, Dog left district)			

