

# Application for exemption to the maximum number of female adult dogs on dog premises



Complete this form to apply for an exemption to the maximum number of female adult dogs allowed on dog premises. Ensure all required information is provided accurately.

\* Required

## General Information

An exemption can be granted to certain persons that allows the person to keep more than 20 female adult dogs on dog premises until 1 December 2035, under certain conditions.

In relation to *Prevention of Cruelty to Animals Amendment (Puppy Farming) Act 2024*:

*A dog premises includes residential premises and commercial premises, used or intended to be used for the accommodation, shelter or care of dogs. This also includes a vehicle, an aircraft, a vessel, a trailer or caravan, whether or not attached to another vehicle. If any of these are on or adjacent to a dog premises, they will be taken to be part of the dog premises.*

*A female adult dog does not include a dog:*

- \* less than 6 months of age, or*
- \* that has been rendered permanently infertile (i.e. has been desexed), or*
- \* that is a racing greyhound that is owned or kept in connection with greyhound racing, or by a greyhound racing industry participant within the meaning of the Greyhound Racing Act 2017, or*
- \* kept for the purposes of breeding an assistance animal within the meaning of a Companion Animal Act 1998, if the occupier of the relevant dog premises is: a member of the International Guide Dog Federation, or an accredited member of Assistance Dogs International.*

**Applications for exemption closed on Sunday 13 July 2025, however if you require an exemption the Office of Local Government will still consider applications for a limited time upon request.**

**To apply:** Please complete this form and submit it by email to: [exemption@olg.nsw.gov.au](mailto:exemption@olg.nsw.gov.au)

**Section 307A of the Crimes Act 1900 makes it an offence to provide false or misleading information in this application. The maximum penalty is 200 penalty units, or 2 years imprisonment, or both.**

### Who is eligible?

Applications for exemptions will be open to occupiers of dog premises that had (and continue to have) more than 20 adult female dogs on the dog premises on the determination date i.e., 24 October 2024. Exemptions are issued to a specified person, for a specified dog premises, and are not transferrable.

**If you operate multiple dog premises with over 20 adult female dogs at those premises, you are required to submit a separate application for each premises.**

There are limited certain circumstances where persons having more than 20 female adult dogs on a dog premises do not need to apply for an exemption. These are:

- \* The occupier of the dog premises is an Approved Charitable Organisations (ACOs), within the meaning of the *Prevention of Cruelty to Animals Act 1979 (POCTAA)*, and when they are conducting POCTAA compliance and enforcement activities.
- \* The occupier of the dog premises is a rehoming organisation that has been allocated a rehoming organisation number (RON) under the *Companion Animals Act 1998*.
- \* The dogs are on the dog premises as part of animal research activities expressly approved under an animal research authority' as provided un-der the *Animal Research Act 1985*.
- \* The premises are being used to temporarily keep or care for dogs.
- \* The occupier of the dog premises is a government sector agency, within the meaning of the *Government Sector Employment Act 2013*.

## General Information

### Application fee

**The non-refundable application fee is \$550.00.** An application assessor from the Office of Local Government will be in contact once your application has been received to advise on how payment can be made. Once notified of payment details, payment is required within 5 business days (1 week). Applications will not be considered, and will not be assessed, until the application fee is received.

### What do you need to submit?

You must complete the application, by answering all questions in an "Application for exemption to the maximum number of female adult dogs on dog premises", for each of the dog premises you are using, or propose to use, where an exemption is required to keep over 20 female adult dogs, that you kept as of 24 October 2024.

**Persons applying for an exemption must have a current Breeder Identification Number (BIN). If you do not have a current BIN, please visit the NSW Pet Registry (<https://www.petregistry.nsw.gov.au/breeders>) for information on how to quickly and easily apply on-line for a free BIN.**

You must also provide with the application, any documents requested in the application form such as:

- \* A copy of identity documents to verify your name, date of birth and address such as a birth certificate, driver's licence, pension card, rates notice, utility bill, etc. You will be required to provide these documents to an external third-party provider for the purposes of a Criminal Check relating to animal cruelty offences. Your email address will be used to receive an email with a link to the third-party provider.
- \* Evidence of the number of female adult dogs on the dog premises on the determination date of 24 October 2024. This may include NSW Pet Registry registration information (i.e. microchip details), records from dog breeding associations, or any other relevant identification details.
- \* Evidence of the dog premises' compliance with the Animal Welfare Code of Practice - Breeding dogs and cats, which will be assessed through photographs of amenities such as housing facilities, exercise/play areas, feeding areas, etc

Your application form will be assessed by an application assessor within the Office of Local Government. If your application is incomplete or unclear, the assessor will contact you to request further information or clarification. You will be given 5 business days (1 week) to respond. If the requested information is not provided within that timeframe, your application may be refused.

Where the information provided is assessed as being insufficient to grant an exemption, an inspection by an enforcement enforcement agency under the *Prevention of Cruelty to Animals Act 1979* may be required. To progress the application, the applicant will be required to provide consent for inspectors to enter their dog premises.

### Outcome of Application

Once the Departmental Chief Executive (or delegate) of the Office of Local Government has considered your application, they will:

- \* grant an exemption in relation to the specified dog premises, and give written notice of the maximum number of female adult dogs that are allowed on the dog premises, and the conditions to which the exemption is subject; or
- \* refuse to grant an application in relation to the dog premises and provide written notice. If your application is refused, you will be provided with information in the written notice on the process to make a re-submission.

You will be notified of the outcome of the exemption application by email.

### **What happens if an application is refused?**

You will be advised in writing of the grounds for refusal. Your application fees are non-refundable.

### **Grounds for refusal**

The Departmental Chief Executive (or delegate) of the Office of Local Government must refuse an application if an applicant or a relevant person in relation to dog premises has been convicted of an **animal cruelty offence**. The applicant must also be provided with written notice of the refusal.

An **animal cruelty offence** is an offence under the *Prevention of Cruelty to Animals Act 1979 (POCTAA)* or the regulations in relation to an animal, an offence against section 79, 80, 530 or 531 of the *Crimes Act 1900*, or any serious interstate animal offence.

The Departmental Chief Executive of the Office of Local Government may refuse an application if they suspect an application contains false or misleading information.

Please visit the NSW Pet Registry at: [Temporary exemption application | Office of Local Government](#) and review the "Grounds for Refusal" tab for further details.

### **Application Processing Time**

The Office of Local Government will endeavour to make a final decision within 8 weeks of receiving an application. This time frame is subject to all required information being submitted with the application.

### **Exemption Expiry**

The exemption to the maximum number of female adult dogs issued under the *Prevention of Cruelty to Animals Act 1979 (POCTAA)* will expire on **1 December 2035**, unless otherwise cancelled before that date.

Exemption holders are required to keep:

- \* **no more than 50 female adult dogs on the dog premises from 1 December 2026** and are therefore encouraged to plan accordingly over this period to meet this requirement.

- \* **no more than 20 female adult dogs on the dog premises from 1 December 2035** and are therefore encouraged to plan accordingly over the exemption period to meet this requirement.

An exemption will also expire, and no longer be applicable, once the occupier of the dog premises no longer keeps more than 20 dogs on the dog premises.

**Privacy Notice**

The Office of Local Government (OLG) adheres to the *Privacy and Personal Information Protection Act 1998*, and the Department of Planning, Housing and Infrastructure (DPHI) Privacy Management Plan (<https://www.nsw.gov.au/sites/default/files/2024-03/dphi-privacy-management-plan.pdf>).

OLG will collect your personal information through you completing and submitting this form. The information we collect will be used to assess your eligibility for an exemption to the maximum number of female adult dogs that can be kept on a dog premises, and will be used and retained for the purpose of administering OLG's functions under the *Companion Animals Act 1998* and the *Prevention of Cruelty to Animals Act 1979* (POCTAA).

Information collected may be disclosed to other government agencies, or Approved Charitable Organisations under the POCTAA, if it is reasonably necessary for the purposes of administering or enforcing POCTAA or the *Companion Animals Act 1998, Part 9*.

You are legally required to provide us with this information in order to obtain an exemption to the maximum number of female adult dogs that can be kept on a premises. If you choose not to provide this information, you will be ineligible for an exemption, and will be required to reduce the number of animals kept to comply with the legislation.

Your personal information will be stored in accordance with the DPHI Privacy Management Plan. You have the right to access and correct the information if you believe that it is incorrect.

**For assistance**

If you need assistance completing this form, or to submit this form, please email the Office of Local Government at: [exemption@olg.nsw.gov.au](mailto:exemption@olg.nsw.gov.au)

PLEASE ANSWER THE QUESTIONS BELOW TO COMPLETE AND SUBMIT YOUR APPLICATION

1. I declare that I am the occupier of the dog premises being applied for, have responsibility for the management / control of the dog premises, and kept more than 20 female adult dogs (over 6 months of age, and not rendered permanently infertile), on the dog premises on the Determination Date of 24 October 2024 \*

☐ Yes

☐ No

2. Title of Applicant \*

☐ Mr

☐ Mrs

☐ Miss

☐ Ms

☐ Dr

☐ Other

3. Family Name (Surname) of Applicant (person breeding dogs) \*

4. First Name of Applicant \*

5. Name of additional contact person, if applicable (please answer as first name last name e.g. John Smith)

6. Applicant Residential Address (please provide as street number, street name, suburb and postcode e.g. 77 West Street, Nowra 2541) \*

7. Applicant email address (please provide the email address you use for your Service NSW or NSW Pet Registry account)

We will send a link to your email address, with details of a company that will require you to upload identification documents for the purposes of a Criminal Check, in relation to any animal cruelty offences. One document must contain your full name and date of birth (e.g. driver's licence, passport, birth certificate), the other must show your name (e.g. pension card, council or water rates notice, utility bill less than 12 months old, etc). At least one of the documents must also show your current address. \*

8. Applicant contact phone number (mobile phone number preferred) \*

9. Trading name, if applicable

10. ABN, if applicable

11. Breeder Identification Number (BIN) as issued under the Companion Animals Act 1998 \*

12. Dog Premises address, for this application (please provide as street number, street name, suburb and postcode e.g. 77 West Street, Nowra 2541).

If dog premises address is the same address as Question 7, please write 'as above'.

We will send you an email requesting you upload photographic evidence of the amenities provided at your dog premises, such as areas of housing facilities, exercise/play areas, feeding areas, etc. These will be used when assessing your application for exemption. \*

13. If your dog premises is in a rural location, please provide the Lot and DP (deposited plan) number for the dog premises. If your dog premises spans over multiple lots, please include all Lots and DP's that are included as part of your dog premises. This information can be found on your rates notice.

If this question is not applicable to you, please write NA \*

14. Do you operate as an individual/sole trader or as a company/trust/other type of business? \*

- ☐ Individual / sole trader
- ☐ Company / Trust / Other Business

**If you operate your breeding business as an Individual/Sole Trader, please proceed to Question 22**

**If you operate your business as a Company/Trust/Other Business, please answer the following questions.**

15. Which of the following options best describes your type of business? \*

- ☐ Company
- ☐ Trust
- ☐ Association
- ☐ Other

16. Business postal address, if different to residential or dog premises address (please provide as street number, street name, suburb and postcode e.g. 33 Ocean Road, Wollongong 2500) \*

17. Business email address, if different to the email address provided above \*

18. Please provide your ACN (9 digits), if applicable \*

19. Name of Authorised Person for the business (i.e. the person the exemption will be issued to. Please answer as first name last name e.g. John Smith) \*

20. Position of authorised person in the business e.g. Owner, Director, Manager, CEO, etc \*

21. Authorised person's contact phone number, if different to the phone number provided above (mobile phone number preferred) \*

## Eligibility for Exemption

22. At the Determination Date of 24 October 2024, how many female adult dogs were permanently kept on the premises?

We will send an email to you, requesting you upload documents with evidence of the number of female adult dogs that were kept on the premises, and a separate listing of each female adult dog with details of microchip number, or any other breeder records that may have been kept in accordance with Section 5 of the 'Animal Welfare Code of Practice Breeding Dogs and Cats'. \*

23. At the determination date of 24 October 2024, how many female adult dogs that you are responsible for, were away from your premises under a guardian placement or other arrangement? \*

24. New mandatory staff/carer to animal ratios will come into effect on 1 December 2025. Do you agree to ensure the required number of staff/carers, will be available to attend the dog premises to ensure the minimum requirements regarding sufficient care, food and water are met? \*

☐ Yes

☐ No

25. Have you undertaken thorough inquiries and ensured (to the best of your knowledge) that all staff/carers associated with the dog premises have never been convicted of any animal cruelty offences? \*

☐ Yes

☐ No

26. Do you use any other dog premises to support your breeding activities? If yes, please provide a list of the dog premises addresses for any additional dog premises, noting that each dog premises requires a separate application to be submitted to the Office of Local Government. \*



## CONDITIONS OF EXEMPTION

If your application is approved, you will receive written notice confirming the exemption and detailing the conditions applicable to the exemption. Please read through the conditions in full. The conditions will include:

- Not allowing any staff member or person involved in managing or controlling the dog premises to remain in that role if, after making reasonable inquiries, you know or ought to know they have been convicted of an animal cruelty offence,
- Notifying Office of Local Government within 28 days if the exemption holder or a relevant person for the dog premises is convicted of an animal cruelty offence
- Permitting an audit and inspection of the dog premises to be conducted at least once every 2 years
- Submitting an annual report by 31 January each year for the duration of the exemption period
- Not keeping more female adult dogs on that dog premises than the number specified in the exemption approval
- For those exemption holders that had 50 or more female adult dogs on the dog premises at the time of application, reducing the number of female adult dogs to no more than 50 by 1 December 2026.
- Ensuring all persons on the dog premises comply with the Animal Welfare Breeding Code of Practice: Dogs and Cats. For circumstances where dog premises are under construction and no dogs are currently kept on the dog premises, the relevant provisions of the Breeding Code apply.
- Exemption holders must have a current Breeder Identification Number (BIN) for the period of the exemption.
- The exemption holder, or their legal representative, must notify the Office of Local Government in the event of an exemption holders' death or incapacity.
- Any other conditions the Departmental Chief Executive considers appropriate. If any additional conditions to those above are to apply, you will be notified prior to the issuing of the exemption.

### Cancelling of Exemptions

The Departmental Chief Executive (or delegate) of the Office of Local Government must cancel an exemption if they become aware that the exemption holder has been convicted of an animal cruelty offence or if the exemption holder requests the cancellation. An exemption may also be cancelled if the exemption holder breaches a condition of the exemption.

Please visit the NSW Pet Registry at: [Temporary exemption application | Office of Local Government](#) and review the "Cancelling Exemptions" tab for further details.

## DECLARATIONS

- I declare that I and relevant persons for the dog premises are not subject to an animal cruelty offence under the *Prevention of Cruelty to Animals Act 1979*, section 79, 80, 530 or 531 of the *Crimes Act 1900*, or any serious interstate animal offence.
- I declare that as the exemption holder I understand and will comply with the conditions of any exemption that is granted to me.
- I declare that the activities undertaken on the dog premises in relation to dog breeding comply with any prescribed standards listed in the *Prevention of Cruelty to Animals Act 1979* and the Animal Welfare Code of Practice - Breeding dogs and cats.
- I declare that I understand that my exemption will be cancelled if I am convicted of an animal cruelty offence.
- I declare that I understand that if this application for an exemption is granted, that the exemption may be cancelled if I or relevant persons on the dog premises contravene a condition of the exemption.

**Section 307A of the *Crimes Act 1900* makes it an offence to provide false or misleading information in this application. The maximum penalty is 200 penalty units or 2 years imprisonment or both.**

27. By submitting this form, I certify that:

- I have read and understand my obligations as outlined in the general information at the start of this form.
- The information provided in this application is true and accurate to the best of my knowledge.
- I am authorised to submit this form on behalf of the business (if applicable).

\*

☐ I agree

28. Name of person completing the declaration and submitting the form \*

29. Position of person within the business completing the declaration (if applicable)

30. Date application and declaration completed \*

