

Annual reporting: Dog breeders with exemption to the maximum number of female dogs on a dog premises

Information for exemption holders

As a condition of the exemption, to the maximum number of female adult dogs on a premises prescribed under the *Prevention of Cruelty to Animals Act 1979*, exemption holders must provide an annual report to the Departmental Chief Executive in the approved manner.

The information requested in this form will enable the Office of Local Government (the Department) to process your annual report.

The Animal Welfare Code of Practice Breeding Dogs and Cats will be referred to as the “Breeding Code” within this template.

How to submit your report

- You must submit an annual report every year you hold an exemption.
- Your report must cover the 12-month reporting period from 1 December to 30 November.
- You must submit your report by 31 January (within 2 months after the reporting period ends).

To submit your report:

1. Complete the annual report form.
2. Print it and sign it.
3. Scan or take a clear photo of the signed form.
4. Email it to exemption@olg.nsw.gov.au

There is no fee to submit an annual report.

Section 307A of the *Crimes Act 1900* makes it an offence to provide false or misleading information in this document.

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>). You have the right to access and correct the information if you believe that it is incorrect.

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 chose 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.

Annual report template form

Reporting period

1 December to 30 November
(year) (year)

1. Exemption holder details

Exemption number (as issued by OLG)

fA

Exemption holder's name

Trading/Business name (if applicable)

Exemption holder's phone number

Exemption holder's email address

Dog premises street address

e.g. 127 Smith St

Dog premises suburb and postcode

e.g. Nowra, 2541

Name of person completing the report
(if not the exemption holder)

2. Notifications:

Have you made any notifications to the Office of Local Government under the *Prevention of Cruelty to Animals Act 1979* as required by the exemption conditions?

This may include a request to:

- cancel an exemption,
- notify the Office of Local Government of an exemption holders death or mental incapacity, or
- notify that the exemption holder or a relevant person for the dog premises has been convicted of an animal cruelty offence.

Yes No

If yes, give details

3. Breeding activities

Please complete all fields for the reporting period (1 December to 30 November).

Female adult dogs are defined as non-desexed females over 6 months of age.

Please list in the field below, the breeds of dogs kept/bred on the premises.

ENTER NUMBERS ONLY.

If there were no instances, enter 0.

Female adult dogs - as of 1 December (start of period)

Female adult dogs - as of 30 November
(end of reporting period)

Number of puppies born, including males and females

Number of dogs sold, rehomed or otherwise no longer kept on the premises (including puppies)

Number of dogs euthanised (including puppies)

Number of dogs deceased, that weren't euthanised (including puppies)

If you had a dog or dogs that were euthanised, please provide the reason(s)

If you had a dog or dogs that died but weren't euthanised, please provide further details regarding the circumstances of their death

4. Animal health and management:

The *Prevention of Cruelty to Animals Regulation 2012* requires breeders to report on details of the proper and sufficient care provided to female adult dogs and dogs bred on the dog premises. To demonstrate your compliance with this, please answer the following questions:

Does your dog premises provide at least one staff member (or carer) for every 20 dogs over 12 weeks of age (noting that litters of dogs under 12 weeks of age will be counted as one dog)?

Yes No

Please advise the minimum number of staff/carers working at the premises during the reporting period

Have you ensured that your female adult dogs have had no more than 5 litters in total, or no more than 3 caesarean litters (with veterinarian approval)?

Yes No

If no, please provide an explanation

Does your dog premises provide clean drinking water at all times and provide dogs with a balanced and complete diet, as mandated by the Breeding Code?

Yes No

Please provide a brief description below, of your process for managing these requirements, and the type of food provided to dogs and puppies.

Are your premises cleaned and maintained to a level that ensures the health and welfare of dogs that are kept, with waste, faeces, urine and soiled bedding removed from enclosures on a daily basis?

Yes No

Does your premises provide secure exercise areas where the dogs can run freely outside their enclosure (for example, in a yard or dedicated exercise area) to meet their environmental and social enrichment needs, as mandated by the Breeding Code?

Yes No

How much time each day, would your dogs be provided with access to secure exercise areas, where they are able to run freely?

0-1 hours

1-3 hours

4-6 hours

6-8 hours

more than 8 hours

Other. Please specify hours:

If you would like to provide any additional information regarding the care you provide for your animals, please provide details below:

If you have made any upgrades or improvements to your dog premises or dog housing/enclosure facilities during this reporting period, please provide details below:

Please provide details of the total number of dogs (including puppies) that required veterinary treatment for illness, injury, or pregnancy complications, including the date and the reason they required veterinary care (one line for each dog/event that required veterinary treatment).

Total number of dogs

Date and reason for treatment

Please provide details of the total number of dogs (including puppies) that required veterinary treatment for preventative care (such as pre-natal checks, vaccinations, microchipping, general health checks, etc) including the date and reason the required veterinary care (one line for each dog/event that required veterinary treatment).

Total number of dogs

Date and reason for treatment

5. Declarations:

I declare that:

I and all individuals involved in the management or control of the breeding operations are not subject to a disqualification order or subject to an animal cruelty offence under the *Prevention of Cruelty to Animals Act 1979*.

I as the exemption holder, and any relevant person on the premises, will comply with any prescribed standards listed in the *Prevention of Cruelty to Animals Act 1979*. This is irrespective of whether the exemption holder is a business or has a business in the course of which dogs are bred for fee or reward.

As the exemption holder, I will ensure that any relevant person on the premises will comply with the conditions of the exemption.

As the exemption holder, I will not keep more female adult dogs on the dog premises than the number specified in the approval I receive.

I understand that my exemption may be cancelled if I or relevant persons on the premises have contravened a condition of the exemption.

I understand that I must notify the Departmental Chief Executive of certain events that may occur within the required timeframes specified under the *Prevention of Cruelty to Animals Act 1979* and the *Companion Animals Act 1998*.

I will permit an audit and inspection of the dog premises to be conducted in accordance with the regulations, and at least once every 2 years.

I understand that I must provide an annual report to the Office of Local Government detailing the required information prescribed in the *Prevention of Cruelty to Animals Act 1979* and the *Prevention of Cruelty to Animals Regulation 2012*.

All details contained in this report are complete and accurate

(Where relevant) I am authorised to submit this report on behalf of the business

Name

Signature

Position in company (where relevant)

Date

Email signed and completed form to
exemption@olg.nsw.gov.au