

# Notification of Changed Circumstances



## Change of Ownership of a Cat or Dog

Please complete, sign and return to City of Ballarat as soon as possible. This form needs to be completed by both the new & old owners.

### Animal Details:

Animal Type: Dog \_\_\_\_\_ Cat \_\_\_\_\_ Microchip Number: \_\_\_\_\_

Animal Reference Number: \_\_\_\_\_ Animal Tag Number: \_\_\_\_\_

### Name of Old/Previous Owner:

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

I am selling or transferring this animal, to the new owner declared below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Name of New/Current Owner:

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Residential Address (If different to postal): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I take full responsibility and ownership of this animal.

I declare that to the best of my knowledge and belief all the above information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should all Departments within the City of Ballarat reflect these contact details? Yes No

*If yes, all records relating to you will be updated with the contact details listed above.*

**Please remember both parties involved will also need to change the Microchip Registration details with the Microchip Registration Database.**

Privacy Statement: Your personal information is being collected by the City of Ballarat for the purposes of processing your change of ownership notification for registration of a domestic animal(s) in accordance with Section 10 & 18 of the Domestic Animals Act 1994. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. Your information will be used to notify you of any events that Council is aware of which may impact the safety of your animal(s) such as bushfires, fireworks and extreme heat. For further information on how your personal information is handled, refer to Council's Policy at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au).

Office Use Only: Processed ready for filing CSO

Signed:

Date: