



# Richmond Shire Council

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Email: [enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au)  
 Website: <https://www.richmond.qld.gov.au/>

Office Use Only	
Received by:	
Confirmed availability with Local Laws Officer	<input type="checkbox"/>

## Animal Control Form

If you have any specific enquiries regarding fees or how to complete this form, please contact Administration. Please complete this application in BLOCK LETTERS and tick boxes where applicable. Enter "N/A" if the question does not apply. Complete all sections unless otherwise stated.

**IN ALL INSTANCES THE BOND APPLICATION IS TO BE PAID UPFRONT TO SECURE A BOOKING.**

<b>Applicant Details</b>	Full Name(s) of Applicant:	
	Business / Committee Name:	
	Contact Name:	Position Title:
	Street Address:	
	Postal Address:	
	Phone:	Fax:
	Mobile Phone:	A/H Phone:
	Email Address:	

Details of Hire	Type	Fee	✓	Bond
	Barking Collar	\$35.00 (per fortnight)	<input type="checkbox"/>	\$150.00
	Cat Trap	\$40.00 (per fortnight)	<input type="checkbox"/>	\$120.00
	Dog Trap	\$35.00 (per fortnight)	<input type="checkbox"/>	\$150.00

<b>Hire Period</b>	Hire Dates:	Hire Start Date:	Hire End Date:
	Hire Times:	Hire Start Time:	Hire End Time:

<b>Conditions</b>	1. An application to hire Council equipment must be submitted in writing. Council reserves the right to accept or deny any applications.
	2. A confirmation email or phone call will be made by one of our Administration staff notifying the applicant of the outcome within 3 business days upon receiving the application.
	3. A bond payment must be paid prior to the hire period commencing. No exception.
	4. Council Locals Laws Officer will arrange an inspection of the equipment prior to and after your event to ensure that all is in order.
	5. Council will not be held liable for loss or damage sustained by the hirer.

### ANIMAL CONTROL FORM

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

	6. Failure to comply with any of the conditions or damage to any of Council's property will result in forfeiture of the part or full bond amount. 7. All equipment must be left in the condition they were picked up in or the bond will be forfeited. 8. All equipment must be collected and returned by the hiring body during Council business hours.
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<b>Declaration</b>	I apply for an approval to hire the above Council Equipment. 1. That the information provided above is correct in every detail; and 2. That I have read Conditions and accept.  Applicant's Signature: ..... Date: .....
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<b>Bond Payment</b>	Bond Received by:																			
<b>Payment Options</b>	Cheque Enclosed: <input type="checkbox"/>	Credit Card - Visa <input type="checkbox"/>	Cash <input type="checkbox"/>	EFT <input type="checkbox"/>	TOTAL	\$														
<b>Name on Credit Card:</b>																				
<b>Credit Card Number:</b>																				
<b>Expiry:</b>			/				<b>CVN:</b>													
<b>Card Holders:</b>	<b>Signature:</b>										Over the phone <input type="checkbox"/>									
<b>Bond Return Options:</b>	Richmond Shire Council accept bond payment of credit card details, cash or cheque to hold in our safe until after your event.																			

<b>Approval (Office Use Only)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Declined – Please state reason:.....  CEO/ Director Signature: .....  Date: .....
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<b>Office Use Booking Confirmation</b>	Book facility/equipment into calendar, attached scanned copy of signed applications.	<input type="checkbox"/>
	Taken by:	Date:
	Method of Payment for Bond:	Cheque <input type="checkbox"/> Card Details <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/>
	Confirmations to Hirer Sent:	In Person <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/>
	Signed Condition:	<input type="checkbox"/>