

## The 3 simple steps to Register your Pet

### 1. Microchip

### 2. Register

### 3. Desex



## In NSW, all cats and dogs must be microchipped and registered under the NSW Companion Animals Act 1998.

Follow these three simple steps to register your cat or dog:

#### 1. MICROCHIP

A vet or authorised identifier can microchip your pet. After microchipping, details are entered on the NSW Companion Animals Register by your vet or local Council. A Certificate of Identification is issued to the owner.

#### 2. REGISTER

All cats and dogs must be registered by 12 weeks of age. The registration fee is a once-only payment which covers the cat or dog for its lifetime in NSW, regardless of any changes in ownership (see over for further details).

Register online: [petregistry.nsw.gov.au](http://petregistry.nsw.gov.au)

Register in person: at your local Council

If your pet is not registered by 12 weeks of age, late fees apply and you may be issued with a fine exceeding \$305.

Desexed dogs and cats obtained from a registered rehoming agency (pound or animal shelter) qualify for free lifetime registration.

If you are delaying desexing your dog for health reasons, you will need to provide Council with a delayed desexing certificate from a registered vet before your dog is six months old in order to qualify for discounted registration.

If you have a non-desexed cat an annual permit is required. This also applies to cats desexed after four months of age.

Dogs declared dangerous or of a restricted breed also require an annual permit.

Late fees apply if payment is not made within 28 days of required registration/annual permit date.

#### 3. DESEX

You are encouraged to have your pet desexed. Desexing reduces the number of unwanted pets born each year. It also helps reduce straying, fighting, aggression and behaviour such as spraying to mark territory.

Discounted registration fees apply to cats desexed prior to four months of age and dogs desexed prior to six months of age (unless the dog is owned by a pensioner or the dog is being transferred from interstate).

#### Save money

Reduced registration fees for dogs desexed prior to 6 months of age and cats desexed prior to 4 months of age.



## HOW TO REGISTER / PAY ANNUAL PERMIT FEE

You will need an email address and your pet microchip number (this can be verified at your local vet).

Visit [petregistry.nsw.gov.au](https://petregistry.nsw.gov.au) and follow the steps to register and pay the fee and the annual permit fee (if applicable).

If you are unable to pay online you can come into Ballina Shire Council at 40 Cherry Street, Ballina (bring all paperwork with you).

## WHAT SHOULD I DO IF I HAVE A CAT OR DOG WITH NO PAPERWORK?

Provide Council with proof of purchase or a signed Change of Owner form. If these are not available a Statutory Declaration is required to declare that the cat or dog was obtained legally. The declaration should describe the animal, how it was obtained and who it was obtained from, including dates.

## HOW TO TRANSFER MY PET FROM INTERSTATE

Provide Council with proof of ownership and microchip details (a vet can verify your microchip). Paperwork such as pedigree papers, registered club membership and desexing certificate that shows the microchip number and name of owner may be suitable.

## IF YOUR PET IS MISSING

If you notice your pet is missing contact Council's Public and Environmental Health Division as soon as possible. Report a missing pet online at [ballina.nsw.gov.au](https://ballina.nsw.gov.au)

Council will update the NSW Pet Registry and make sure your contact details are correct. This will make it a lot easier when your pet is found.

## CHANGE OF OWNERSHIP

If you sell or give away a pet, it is your responsibility to notify Council of the new owner's details so that the NSW Pet Registry can be updated.

If you are the new owner, you can submit the Change of Owner/Details form to Council if the old owner has signed the paperwork or proof of sale is provided.

Download the Change of Owner/Details form at [ballina.nsw.gov.au/register-your-pet](https://ballina.nsw.gov.au/register-your-pet). You can also keep your details up to date online at [petregistry.nsw.gov.au](https://petregistry.nsw.gov.au)



a Desexing Certificate must be provided for discount

### REGISTRATION FEES 2024/25

<b>DOG registration fee</b> by 12 weeks	<b>\$78</b>
<b>DOG additional fee</b> if not desexed by 6 months	<b>\$184</b>
<b>DOG registration combined fee</b> for dogs not desexed by 6 months	<b>\$262</b>
<b>DOG registration (recognised breeder)</b>	<b>\$78</b>
<b>Pensioner concession</b> desexed dog or cat	<b>\$34</b>
<b>CAT registration fee</b> by 12 weeks	<b>\$68</b>
<i>annual permit fees also apply for non-desexed cats and cats desexed after 4 months of age (see below)</i>	
<b>CAT additional fee</b> if not desexed by 4 months	<b>\$96</b>
<b>CAT registration (recognised breeder)</b>	<b>\$68</b>
<b>DOG/CAT from pound/shelter</b>	<b>Free</b>
<i>desexed dog or cat from registered rehoming agency</i>	
<b>Assistance animal</b> e.g. guide dog, working dog	<b>Free</b>
<b>Registration late fee</b> if payment is not made within 28 days of required registration	<b>\$22</b>

### ANNUAL PERMIT FEES 2024/25

<b>CAT annual permit</b>	<b>\$96 pa</b>
<i>not desexed / desexed after 4 months</i>	
<b>DOG annual permit</b>	<b>\$230 pa</b>
<i>declared dangerous/restricted breed</i>	
<b>Permit late fee</b> if payment is not made within 28 days of required permit	<b>\$22</b>

*Annual permits are valid for 12 months from the date the permit is issued.*



*Fees and conditions are set by the NSW Government and increase with CPI from 1 July each year.*

*Please refer to full list of fees and charges at [ballina.nsw.gov.au/register-your-pet](https://ballina.nsw.gov.au/register-your-pet)*

