

Council Use Only	
Date & time form received:	
Received by:	
Fee Paid \$25:	
Receipt Number:	

Barking Dog Complaint Form

This document and the barking record / diary must be completed in full, signed and returned to Latrobe Council within seven days of completion (please PRINT all details).

Complainant's Name: _____
(Your Name)

Address: _____
(Your Address)

Contact Phone: _____
 (Home) (Work) (Mobile)

Address of Offending Dog(s): _____

Description of Dog(s): _____
(Colour and Breed of Dog/s)

Yes No

1. Have you read and understood the Council's Barking Dog Procedure Policy and willing to follow the steps?

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2. Does your barking complaint meet the following nuisance threshold Council has established:

Incessant barking for 30 minutes or more in any 24-hour period

Intermittent barking for 60 minutes or more during any 24-hour period

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3. Have you verified where the barking is coming from?

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4. Have you seen the dog/s barking?

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5. Have you spoken to the dog/s owner/s about this problem?

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What date did you speak to the dog owner? **OR**

Sent the dog/s owner/s the Council 'Dear Neighbour Letter' or similar?

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What date did you send the letter to the dog owner?

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6. What happened after you did Point 5?

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7. Have any of your neighbours mentioned this problem to you?

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8. IF YES, are they prepared to support your claim?

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9. If YES, please supply their name and contact details on the back of this form.



170 Gilbert Street, Latrobe
 PO Box 63, LATROBE TAS 7307
 E: council@latrobe.tas.gov.au
www.latrobe.tas.gov.au

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Witness Name: _____

Address: _____

Contact Phone: _____

Please attach details of any other neighbours that will support the nuisance to the back of this form.

Statement of Complaint

I, the undersigned, wish to lodge a formal complaint with the Latrobe Council with the appropriate fee in relation to the dog(s) described above which bark persistently to such an extent that it unreasonably interferes with my (peace), (comfort) or (convenience) in my premises.

I submit all documented evidence of this as being truthful and accurate and **will** give evidence on oath before a Court should the complaint not be rectified by the attending Council Officer. I also understand that this evidence may be subject to cross examination should the matter proceed to court.

No action will be taken against the dog owner, by Council or it's officers until the Complaint Form and relevant evidence has been signed, and the information returned to Council by you in accordance with the Council's Barking Dog Procedure.

Signature of Complainant: _____ **Date:** / /

Refundable Application Fee:

A refundable Barking Application Fee is payable as set out in Councils fee schedule. Once the application and first Barking Diary has been received and a valid barking nuisance confirmed, payment will be refunded to your nominated bank account within two to three weeks.

Electronic Funds Transfer (EFT)			
Your refund will be transferred to your nominated bank account. Please provide your bank account details below.			
Name of Bank:		BSB Number:	
Account Name:		Account Number:	
<i>I confirm the information I have provided is true and accurate.</i>			
Signature:		Date:	

Personal Information Protection Statement <i>As required under the Personal Information Protection Act 2004</i>
Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to either Kentish or Latrobe Council.
Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Kentish and Latrobe Councils, in accordance with Councils' personal information protection policies.
Failure to provide all required information may result in your application not being able to be accepted or processed