



**Part 5 Records – Code of Practice for the Management of Dogs  
and Cats in Shelters and Pounds**

**ANIMAL SURRENDER FORM**

I, .....  
(owner's full name)

Of .....  
(owner's full address)

being the owner of the animal described below:

Type of animal: Dog Cat Name of animal: .....

Breed of animal: .....

Sex: Male Female De-sexed: Yes No

Colour of animal: ..... Age of animal: .....

Details of medical, dietary, bathing or grooming requirements: .....  
.....  
.....

Vaccination: Yes No Heartworm treatment (dogs): Yes No

Behavioural problems: .....  
.....

Microchip: Yes No Microchip Number: .....

Reason for surrendering animal: .....  
.....

do hereby give permission for the authorised officer of Council to take possession of  
the animal described above and to sell or destroy the animal at the Council's  
discretion.

Signed: ..... Date: .....  
(owner's signature)

**DECLARATION:**  
*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*