



**District Office**  
15 Galileo Street  
Private Bag 544  
Ngaruawahia 3742

Telephone (all hours) 07 824 8633  
Call Free 0800 492 452  
Fax 07 824 8091

**Huntly** Area Office 142 Main Street 0800 492 452  
**Raglan** Area Office 7 Bow Street 07 825 8129  
**Tuakau** Area Office 2 Dominion Road 0800 492 452

Email: [info@waidc.govt.nz](mailto:info@waidc.govt.nz)  
[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

# Dog Maintenance Form – for the year 2023/2024

This application is for a:

- Change of ownership   
  Change of Address   
  Left District   
  Deceased dog   
  Apply for Refund  
 (Within Waikato District area only)

## Owner details

Full name: .....		Date of birth: .....
Residential address: .....		
Postal address: .....		
<i>(if different from residential)</i>		
Mobile: .....	Work phone: .....	Home Phone: .....

## New details

Full name: .....		Date of birth: .....
Residential address: .....		
Postal address: .....		
<i>(if different from residential)</i>		
Home phone: .....	Work phone: .....	Mobile: .....

## Apply for Refund (Note: applies ONLY to deceased dog/s)

<input type="checkbox"/> Direct Credit ( a verified copy of your bank account details must be attached to ensure payment is made to correct account)	
<input type="checkbox"/> Transfer Credit to Rates Account (please provide property ID number):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Transfer Credit to existing / or new dog:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Dog Details

Dog Name	Breed	Colour	Sex	Age	Desexed	Microchip No	Tag No

**DECLARATION:** I hereby confirm that the above information relating to the dog(s) in my care is correct, and that I do not own, nor have in my possession, any unregistered dogs over the age of three months. I understand my obligations as a dog owner. (see overleaf)

..... Date: .....

**Signature of Dog owner**

## OFFICE USE ONLY

Fee due:	Date Paid:	Receipt No:	Eftpos/Online/Credit Card
Dog 1 ID:	Dog 2 ID:	Dog 3 ID:	Dog 4 ID:
Person ID:	Property ID:	Policy:	

## NOTES ON REGISTRATION DOG CONTROL ACT 1996

1. The registration form has been designed to gain the information required to register a dog.
2. The information on this form will be kept by the Waikato District Council but may only be used for lawful official purposes and will not be generally available to the public. However, section 35 allows the name and address of the owner of any specified dog to be made available to any person who has made a written application for that information. The Waikato District Council must be satisfied of the identity of that applicant and that the information is required for one of a limited number of purposes, such as returning a lost dog to its owner or seeking compensation for damage.
3. All dogs over the age of 3 months must be registered.
4. It is an offence to keep a dog older than 3 months which is unregistered. On conviction, a court may impose a fine of up to \$3,000.
5. The application form properly completed, together with the appropriate fees payable, may be posted to Waikato District Council, Private Bag 544, Ngaruawahia or delivered to any area office of the Waikato District Council.
6. It is an offence, making application for the registration of a dog, to make any written statement knowing that statement to be false. On conviction, a court may impose a fine of up to \$3,000.
7. Replacement discs and collars may be obtained from the Waikato District Council if the current disc or collar has been lost or stolen.
8. Except for working dogs kept solely or principally for the purposes of herding stock, any dog registered for the first time on or after July 2006 must be implanted with a functioning microchip transponder within two months from the date of registration.
9. The owner of a dog registered for the first time on or after 1 July 2006 and implanted with a functioning microchip transponder must supply an original certificate issued by a registered veterinarian surgeon certifying the implant, or make the dog available for verification of the microchip by the Waikato District Council.
10. Any dog not wearing a collar having a current registration label or disc attached will, until the contrary is proved, be treated as unregistered.
11. On change of ownership of any registered dog, both the previous owner and the new owner must, within 14 days, give written notice to the [territorial authority or authorities], of the change of ownership and the residential address of the new owner and the address at which the dog will be kept. It is an offence not to comply with this requirement. On conviction, a court may impose a fine of up to \$500.
12. If the owner's address is changed within the district, the owner must, within 14 days, give written notice of the change to the Waikato District Council.
13. If any dog is transferred to and kept in the district of another territorial authority, other than the one in which it has been kept, for 1 month or more, the owner must, within 6 weeks of the transfer, give written notice of the transfer to both territorial authorities, setting out the address at which the dog will be kept. It is an offence not to comply with this requirement. On conviction, a court may impose a fine of up to \$500.

14. If the fee for the registration of a dog is paid and that dog dies, a refund will be made on request as follows:
  - Where a dog dies before the commencement of the year, the full fee will be refunded:
  - Where the dog dies during the year, 1/12th of the annual fee for each complete month remaining in the registration year after the date of application for a refund will be refunded.
15. If any dog is first required to be registered after 20 July in any registration year, the fee shall be 1/12th of the annual fee for each complete month remaining in the registration year after the date of such registration.
16. The registration fees include goods and services tax.
17. Owners wishing to claim a reduced fee for neutered dogs must produce a certificate from a veterinarian certifying that the dog has been neutered.
18. If any dog over the age of 3 months is found not wearing a collar with a current registration label or disc attached, on land or premises other than its owner's land or premises, or in any public place, the dog may be seized and impounded.

### CONTROL OF DOGS

*Sections 52, 53 and 54A, Dog Control Act 1996*

19. The owner of a dog must keep the dog under control at all times and, when in a public place with the dog, must use or carry a leash at all times.

A dog will be treated as not being under control—

- if it is found at large on any land or premises other than a public place or a private way without the consent (express or implied) of the occupier or person in charge of the land or the premises; or
- if it is found at large in any public place or in any private way in contravention of any regulations or bylaw.
- You will commit an offence and be liable on conviction to a fine not exceeding \$3,000 if you fail to comply with this provision.

### OBLIGATIONS OF A DOG OWNER

*Section 54 Dog Control Act 1996*

The owner of a dog must—

- Ensure that the dog receives proper care and attention and is supplied with proper and sufficient food, water, and shelter; and
- Ensure that the dog receives adequate exercise.

You will commit an offence and be liable on conviction to imprisonment for up to three months or to a fine not exceeding \$5,000 if you fail to comply with this provision.

### OBLIGATIONS OF DOG OWNER ON OWNERS PROPERTY

*Section 52A Dog Control Act 1996*

20. The owner of a dog must ensure, when the dog is on land or premises occupied by the owner,—
  - That the dog is under the direct control of a person; or
  - That the dog is confined within the land or premises in such a way that it cannot freely leave the land or premises.You will commit an offence and be liable on conviction to a fine of \$3,000 if you fail to comply with this provision. In addition, a dog control officer or dog ranger may seize and impound the dog.