

NSW Companion Animals Register

CHANGE OF OWNER / DETAILS FORM C3A

This form is to be used by owners of dogs and cats when the animal is sold or given to a new owner.

The Companion Animals Act 1998 requires that any change of owner of an animal must be notified within 14 days of the change. This is necessary even if the animal is moving out of NSW.

This form must be signed by the 'old' owner (the person recorded on the Register as the owner). If the 'old' owner cannot sign this form, then some other proof of sale or transfer (eg receipt of sale) must be provided for council to process the change. This requirement helps track stolen animals.

The completed form may be sent to any local council.

Please call Salmat on 02 9311 9899 to order more pads of this form. The form can also be downloaded from our website at www.dlg.nsw.gov.au.

How to use this form

Yellow data entry copy

The completed yellow copy of the form may be sent to any local council. Please put the form in a sealed envelope marked 'Confidential' and 'For the attention of the Animal Registration Officer.' If you are unsure of the address of the local council, you will find it on our website at www.dlg.nsw.gov.au.

Pink owner's copy

This must be given to the new owner as evidence of ownership.

White file copy

This must be kept by the old owner.



What happens now

The person from whom you have just purchased this animal should give you the pink copy of this form. They must send the yellow copy of this form to any local council within 3 days. Once the information has been entered on the Register you should receive a Certificate recording your details as the new owner.

Only authorised people, such as council staff and police, can access the information on the NSW Companion Animals Register and only to enforce the *Companion Animals Act 1998*.

If you are concerned that disclosure of your information could jeopardise the safety of you or your family, you may request that these details be suppressed. If this is the case, we recommend that you do not list your animal on any private databases. Please contact any NSW local council for more information.

This information is collected on behalf of the Division of Local Government Department of Premier and Cabinet, and is held on the NSW Companion Animals Register.

What to do if there are errors on the Certificate

You can correct or update the information on your animal's Certificate by contacting any local council. You may need to provide written proof before council can amend your record.

Council will provide you with a new Certificate once the changes have been processed.

What to do if circumstances change

If circumstances change, you need to notify any local council to update your animal's record within a certain period of time. You may need to take a copy of your Certificate or a copy of this form to the council.

Some examples of changed circumstances are:

- change of ownership, either sold or given away – the 'old' owner must notify a council within 14 days
- change of address – within 14 days
- change of any other of the animal's details eg. is desexed – within 14 days
- a court declaration that a dog is dangerous is made or revoked – within 7 days
- the animal dies – within 28 days
- the animal is missing for more than 72 hours – within 96 hours after the animal went missing

If you don't notify any of these changes or you give false or misleading information, you may be fined up to \$880 or up to \$5,500 for a dangerous or restricted dog.

What to do if you sell or give away this animal

Before selling or giving away your animal, you should get a copy of the 'Change of Owner Details C3A' form from any local council. The form is also available on our website at www.dlg.nsw.gov.au. Both you and the new owner will have to complete and sign the form.

As the 'old' owner you have the responsibility of sending the completed form to any local council within 14 days. You will need to attach a copy of this form or your Certificate to the 'Change of Owner Details' form.

