

SHEPPARTON ANIMAL SHELTER



CAT TRAP HIRE APPLICATION FORM

CONTACT DETAILS

Contact Person		Drivers Licence No	
Company Name		Pension No	
Postal Address		Post Code	
Email			
Telephone	AH	BH	
Hire date(s)	From	To	
Location of proposed cat trapping			
How many cats do you wish to trap?			
Cat behaviour?	Feral	Tame	
Supplier Registration Form	Completed at time of hire	To be returned when trap is returned	

CONDITIONS OF CAT TRAP HIRE (refer attached page)

I acknowledge that:

- I have read all of the Conditions of Cat Trap Hire (attached) and agree to abide by them at all times;
- My deposit will be refunded approximately 14 days after the cage is returned on or before the above listed return date if I have complied with all of the Conditions of Cat Trap Hire.
-

Signature of Applicant:

Date:

Signature of Witness:

Greater Shepparton City Council – Animal Management

Locked Bag 1000, Shepparton 3632

90 Welsford Street, Shepparton 3630

Ph: (03) 5832 9700 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au www.greatershepparton.com.au ABN 59 835 329 843

CAT TRAP HIRE APPLICATION FORM



CAT TRAP HIRE

This section is to be completed when cat trap is hired

Date hired		
Cat Trap Number		
Council Officer Name		
Is cat trap in working order and complete?	Yes	No
Have conditions been explained to hirer?	Yes	No
Supplier registration form completed or provided	Yes	No

Cat Trap Deposit		\$100 or \$50 pensioner
PAYMENT OPTIONS		
In Person Cash, eftpos or credit card (Visa or Mastercard) payments can be made at the Shepparton Animal Shelter, 125 Wanganui Road Shepparton during opening hours.		
Office Use	Date Paid:	Receipt Number:
Amount Paid:	\$	Work Order No –

CAT TRAP RETURN

This section is to be completed when cat trap is returned

Date Returned		
Council Officer Name		
Is cat trap in working order and complete?	Yes	No
Have conditions been complied with during hire?	Yes	No
Supplier registration form complete and attached	Yes	No
Is deposit able to be refunded?	Yes	No

CONDITIONS OF CAT TRAP HIRE

Strict conditions need to be adhered to when hiring a 'cat trap' from the Council. If any hire conditions are not met, the trap may be removed by an authorised officer at any time and deposit forfeited.

Use of Cat Trap

- Cat traps are to be used to catch cats only. Traps are not permitted to be used to trap wildlife or foxes for any reason;
- Cat traps can only be used on a property within the Greater Shepparton City Council municipality;
- If the trap is damaged or misplaced, the hirer is responsible for the cost to replace or repair the cage.
- Traps are constructed in such a manner to allow for the humane capture of cats under current legislation. They are not to be altered or modified in any manner.
- Sufficient water, food and shelter from the elements must be provided at all times.
- Place a towel over the trap to reduce the cats stress.
- Traps cannot be set if a trapped cat cannot be transported to the Shepparton Animal Shelter within 24 hours.
- The cat's welfare must be protected especially when temperatures will drop below 10°C or exceed 20°C.
- Only plain fresh cat food, fish, chicken or meat should be used as a lure inside the trap.
- Traps are provided in a clean working state and must be returned in the same condition within 7 days from the date of hire.

What to do once cat is trapped

Once a cat is captured;

- If the cat is sick or injured, Veterinary assistance must be provided immediately. Please contact Council or the Shepparton Animal Shelter via telephone (03) 5832 9700 for advice.
- It is preferable that the cat be removed from the trap within an hour of capture. However the cat must not remain in the trap for more than 24 hours.
- The cat must be kept in a place away from all other animals.
- The cat must;
 - Only be returned to the Shepparton Animal Shelter during opening hours; OR
 - Only be released back to their original owners.
- Cats must not be released into the wild or abandoned.
- When a cat is being transported;
 - Take care to prevent injury to the cat;
 - Place a waterproof cover or towel under the trap;
 - Place a towel over the trap to reduce stress;
 - Plastic or other non-breathable material must not be used to cover the trap at any time;
 - Do not leave the cat in the direct sun or inside a vehicle as the animal may suffer from heat stress;
 - Transport the cat to the shelter in the shortest time possible; AND
 - The cat must not be transported in the boot of a sedan at any time.

Deposit refund conditions

- To obtain a refund of the cat trap hire deposit, the hirer must ensure that they have complied with;
 - all Cat Trap Hire Conditions;
 - all relevant legislation;
 - the trap has been returned to the Shepparton Animal Shelter; and
 - the hirer has completed a Supplier Registration Form with their nominated bank details and returned the form to Council;
- If approved, the deposit will be returned into your nominated bank account approximately 14 days after the Supplier Registration Form has been submitted to Council.

CAT TRAP HIRE APPLICATION FORM



ONE TIME - SUPPLIER REGISTRATION FORM - CAT TRAP HIRE

Contact Person who hired trap

Cat Trap Number

Council Officer Name

I declare that as the hirer of a Cat trap named above,
I wish for the deposit to be returned into the following bank account. Signature:

DETAILS OF NEW SUPPLIER

Company/Name

ABN

Address

City

Postcode

Phone

Contact Person

Fax

Position

DIRECT CREDIT DETAILS

Bank Name

Account name

BSB No

Account No

Fax for remittance

Email for remittance

DIRECT CREDIT DETAILS

Name:

Signature:

OFFICE USE ONLY - EFT REQUEST VOUCHER

Date:

To: Finance Manager

From: Animal Management department

It is requested that the above new supplier be created in Council's financial system and an EFT voucher be processed for the return of a cat trap hire deposit.

Details of Payment (select which applies)	Work order #	Net	GST	Total
Reimbursement of the Cat Trap Hire Deposit for ONE				
Reimbursement of the Cat Trap Hire Deposit for ONE - Pensioner				
TOTAL AMOUNT DUE				
Name of requestor (TL/M)				
Authorising Officer Signature				
CREDITOR NO				
WORK ORDER NO				
DESCRIPTION				