



All Correspondence to: **The Chief Executive Officer**, Locked Bag 1, Busselton WA 6280
 Ph: (08) 9781 0444 – Fax: (08) 9752 4958
 Email: city@busselton.wa.gov.au - Web: www.busselton.wa.gov.au

CAT TRAP - APPLICATION & DEPOSIT FORM

Name:			
Residential Address:			
Postal Address:			
Email Address:			
Contact Number:	Home or Mobile:		Work:

Once a cat is trapped, I acknowledge that I am legally required to immediately contact the City of Busselton **Ranger and Emergency Services on (08) 9781 0444** to arrange for it to be collected by a Ranger. Unlawful disposal of a trapped cat may result in prosecution under the *Animal Welfare Act 2002*.

I also acknowledge that a **bond payment of \$100** is payable for the use of the cat trap.
 Note: Cash or Cheque payments will be refunded via cheque or bank transfer within 21 working days of the date of return of the trap, no cash refund is available. Credit/Debit Card Payments may be refunded to the same card the initial payment was made on, otherwise a refund will be made via cheque or bank transfer within 21 working days of the date of return of the trap.

Failure to return the trap or if trap is damaged your bond may be retained by the City of Busselton.

Anticipated usage term: 1 Week or 2 Weeks (please circle)

Application Date: ____/____/____ **Date of Expected Return:** ____/____/____

Applicant's Signature: _____

TRAPPING GUIDELINES

- The trap is only to be set between Sunday evening and Friday morning during weekdays to prevent the cats from being in the cage for extended periods as Rangers cannot collect animals on weekends, including public holidays.
- Bait should be placed into the rear of the trap, beyond the pressure plate.
- If the trap is occupied with a cat when checked, please leave it closed and immediately contact the City of Busselton Ranger and Emergency Services on (08) 9781 0444.
- The cat trap must be checked frequently. If a cat is trapped, it must be protected from the weather and other animals. It is suggested that a trapped cat is covered with a towel or similar and provided with water.
- If the trap is occupied with a native animal other than a cat, please ring Department of Biodiversity Conservations and Attractions (DBCA) on (08) 9752 5555 as soon as possible.
- The trap will be used in the prescribed manner to ensure laws are complied with and there is minimal risk of injury to trapped animals.
- The trap is to be placed on private property with the owner's or occupant's permission. City owned traps are not to be placed on public land.

BOND INFORMATION

BOND / MONEY RECEIVED (office use only)		
CIO Signature:	Initials:	Date:
Cat <input type="checkbox"/> Dog <input type="checkbox"/>	Trap No:	Bond ID:
Receipt Number:	Last 4 digits of Credit Card (if applicable):	

RETURN OF TRAP

BOND / DEPOSIT REFUND AUTHORISATION: (office use only)	
Trap Received by: Ranger <input type="checkbox"/> Administration Officer <input type="checkbox"/>	Cat Trap returned clean & working: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Requesting Officer:	
Signature of Requesting Officer:	
Bond to be Refunded to Name:	
Address:	
Signature of Applicant:	
Authorising Officers Name: (Coordinator or above)	
Authorising Officer's Signature:	
BOND / DEPOSIT REFUND REQUEST DETAILS: (office use only)	
Bond / Fee Refund Journal ID:	
CIO Signature:	Initials:
Date:	
Comments:	

BOND REFUND OPTIONS

<input type="checkbox"/> CREDIT CARD REFUND: Same Day (office use only)	
Processed by:	Date:
Receipt number:	Time:
Signature of Customer Receiving Refund:	

<input type="checkbox"/> CHEQUE REFUND: 21 Days (office use only)

<input type="checkbox"/> EFT REFUND: 21 Days (office use only)		
Account Name:	BSB:	A/C No:
Branch:	Name:	
Applicant Signature Confirming Bank Details Correct :		

The City of Busselton collects your personal information to manage cat trap loans, bond payments and refunds. Information may be used and disclosed for these purposes and as authorised by law.

To learn how your personal information is handled, scan the QR code to access the City's [Privacy Statement](#) or

Document ID: 864699 or contact the Privacy Officer at privacy@busselton.wa.gov.au.

