

Barking dog complaint form

This document, barking dog diary and acknowledgment / declaration form must be completed in full, signed and returned to Merri-bek City Council within seven days of completion.

CRS number _____

Your details

(PLEASE PRINT ALL DETAILS)

Name: _____

Address: _____

Phone: _____

Offending dog/s details

Address: _____

Description of dog/s: (Colour and breed of dog/s) _____

More information

Have you spoken to your neighbours about this problem? ☐ Yes ☐ No

Have any of your neighbours mentioned this problem to you? ☐ Yes ☐ No

If YES, are they prepared to support your claim? ☐ Yes ☐ No

If YES, please supply their name, address and contact details below:

Name: _____

Address: _____

Phone: _____

How to complete a Barking Dog Diary

Your accuracy in recording the nuisance barking is of extreme importance as it may be presented as evidence in court. Please create a detailed diary **with a minimum of seven (7) day entries** as the example indicated below and attach the diary with the complaint form.

This may seem excessive, but remember, you may be required to present this diary before a Magistrate in Court as accurate and concise evidence.

The complaint will be investigated if the statutory declaration is completed and forms part of your complaint. By submitting your complaint you agree that you may be required to attend Court as a witness.

Forward your completed forms and diary to:

**Animal Management Officer
Merri-bek City Council
Locked Bag 10
Brunswick Victoria 3056**

Example diary entries

Date	Time		Intensity			Duration	The room noise is heard from	Affect on you or others in the house
	Start	Finish	Loud	Med	Soft			
01-02-2025	5am	9pm	X			4 hours	Main bedroom	Woke me, couldn't get back to sleep
01-02-2025	9:30am	1:30pm		X		4 hours	Second bedroom/study	Could not study even with window closed
01-02-2025	2pm	6pm		X		4 hours		
01-02-2025	11pm	3am	X			4 hours	Main bedroom	Could not sleep
02-02-2025	3:30pm	7pm	X			4 hours	Main bedroom	Woke me up
02-02-2025								Not home
03-02-2025	5am	9am	X			4 hours	Main bedroom	Could not sleep

Barking dog diary

Date	Time		Intensity			Duration	The room noise is heard from	Affect on you or others in the house
	Start	Finish	Loud	Medium	Soft			

Barking dog diary

Date	Time		Intensity			Duration	The room noise is heard from	Affect on you or others in the house
	Start	Finish	Loud	Medium	Soft			

Barking dog diary

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Barking dog diary

Date	Time		Intensity			Duration	The room noise is heard from	Affect on you or others in the house
	Start	Finish	Loud	Medium	Soft			

Declaration form

I, the undersigned, wish to lodge a formal complaint with the Merri-bek City Council in relation to excessive dog barking.

I declare that all information contained within the complaint form and barking dog diary are true and correct. I make it in the belief that a person making a false declaration in the circumstances is liable to the penalties of perjury.

Note: The below is to be signed before an Authorised Witness*

Forward your completed forms and diary to:

**Animal Management Officer
Merri-bek City Council
Locked Bag 10
Brunswick Victoria 3056**

* The Authorised Witness must print or stamp his or her name, address and title under Section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist).

For a full list of approved Authorised Witness', refer to Section 107A of the Evidence (Miscellaneous Provisions)

Act 1958

Declared at: _____

Signature of person making this declaration
[To be signed in front of an Authorised Witness]

This _____ **day of** _____ **20** _____

Before me; _____

Signature of Authorised Witness

Privacy Statement:

Council is collecting the personal information on this form for the purpose of gathering information applicable to this complaint. The information will be used for investigating the complaint and will not be disclosed to any other party except as required by law. If you fail to provide the information, no action can be taken in regards to this complaint.