

Record of animal rehoming

Section 54F of the *Animal Research Act 1985*

Section 54C of the *Animal Research Act 1985* requires authorised persons (accredited research establishments or the holders of animal research authorities) to take all reasonable steps to rehome a cat or dog kept for use in research with a suitable individual or an animal rescue organisation. Records must be kept in accordance with section 54F of the *Animal Research Act 1985*:

54F Record keeping

An authorised person must keep the following for each relevant animal kept by the person for animal research—

- (a) records of the reasonable steps taken under section 54B and 54C,*
- (b) records of all communications with suitable individuals and animal rescue organisations about rehoming the animal,*
- (c) details of a suitable individual or an animal rescue organisation with whom the animal has been rehomed,*
- (d) a certificate issued under section 54E,*
- (e) a copy of —*
 - (i) each application made under section 54C(4)(a), and*
 - (ii) the Panel's approval or refusal of each application.*

Maximum penalty — 20 penalty units

The NSW Department of Primary Industries and Regional Development's and Animal Research Review Panel's *Guideline for compliance with the Animal Research Amendment (Right to Release) Act 2022* outlines additional records that are recommended to be kept by authorised persons.

This form is a template for record-keeping that authorised persons can complete. The form contains both the required information under section 54F of the *Animal Research Act 1985*, and additional recommended information. A separate form should be completed for each animal.

It is recommended that all records are kept for 7 years.

1. Authorised person details

1.1 Full name of authorised person (*company or business name if the authorised person is an accredited research establishment*)

1.2 Contact details for authorised person (*phone, email and address*)

1.3 Full name of authorised person's representative (*the person completing this form*)

2. Animal details

2.1 Species ☐ Dog ☐ Cat

2.2 Name/identifier

2.3 Microchip number

2.4 Sex ☐ Female ☐ Male ☐ Desexed

2.5 Date of birth or estimated age

2.6 Breed

2.7 Description of the animal (*colour, markings, tattoos, etc*)

3. Preparation for rehoming

3.1 Summary of reasonable steps to prepare the animal for rehoming *(describe in each box below)*

3.1.1 Exercise program

3.1.2 Environmental enrichment

3.1.3 Socialisation *(i.e., exposure to different animals, people, places, and activities)*

3.1.4 Handling and basic training

3.1.5 Other

4. Rehoming attempts

- 4.1 Date of commencement of requirement to take all reasonable steps to rehome the animal (as per section 54C(1) of the Animal Research Act 1985, see also item 3.1.2 in the Guideline for compliance with the Animal Research Amendment (Right to Release) Act 2022)

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- 4.2 Log of communications with suitable individuals and animal rehoming organisations (*attach additional entries if needed*)

Date	Name of individual / organisation contacted	Method of contact (e.g., email, phone)	Notes / outcome	Initials

- 4.3 Log of advertisements (*attach additional entries if needed*)

Date	Advertisement type (e.g., bulletin board, social media)	Notes / outcome	Initials

5. Rehoming details *(complete when the animal has been rehomed)*

5.1 Date of rehoming

5.2 Name of suitable individual or animal rescue organisation the animal has been rehomed with

5.3 Address where the animal will be kept

5.4 Contact details for the suitable individual or animal rescue organisation *(phone number & email)*

5.5 Has a Rehoming Agreement been completed for this animal? *(an optional template for a rehoming agreement is available on the NSW Department of Primary Industries and Regional Development website)*

☐ Yes ☐ No

If YES, attach a copy of the Rehoming Agreement to this record.

5.5.1 If No, describe and attach any alternative documentation that was completed

6. Applications to the Animal Research Review Panel *(complete if applicable)*

6.1 If any applications have been made to the Animal Research Review Panel to keep this animal for longer than 3 years (under section 54C(4)(a) of the *Animal Research Act 1985*), complete the below table and attach copies of each application and the notice of its outcome to this record.

Date submitted	Application reference	Outcome <i>(approved, refused, any conditions applied, etc)</i>	Date animal can be kept until <i>(if approved)</i>

7. Animals certified as unsuitable for rehoming *(complete if applicable)*

7.1 Has the animal been certified as unsuitable for rehoming under section 54E of the *Animal Research Act 1985*? *(an optional template for this certificate is available on the NSW Department of Primary Industries and Regional Development website)*

☐ Yes ☐ No

If YES, attach a copy of the certificate to this record.

8. Attachments

Name / reference number	Description <i>(e.g., rehoming agreement)</i>