



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## INFORMATION FOR NON-PRACTISING REGISTRATION

### Section 7A of the VPA provides for non-practising registration

Practitioners may apply for non-practising registration at the time of retiring or withdrawing from practising if working in a totally non veterinary occupation or for parental leave, carers leave or travel purposes. Conditions apply to holding non-practising registration in Victoria such as being unable to carry out veterinary procedures; provide veterinary services (even treatment of own animals); purchase, possess or supply scheduled drugs under the Drugs and Poisons legislation; and exercise authority requiring registration as a veterinary practitioner. Non-practising registrants remain on the public Register.

### Conditions on non-practising registration

Non-practising registration carries the following conditions:

- may not carry out veterinary procedures including treatment of own animals in Victoria
- may not provide veterinary services in Victoria
- may not purchase, possess or supply scheduled drugs under the Drugs, Poisons and Controlled Substances legislation in Victoria
- may not exercise authority requiring registration as a veterinary practitioner in Victoria.

### The Register

Veterinary practitioners holding non-practising registration will be listed separately on the veterinary Register and will appear on the website as non-practising

### Specialist endorsement

Veterinary practitioners who hold endorsement as a specialist under section 8 of the Veterinary Practice Act 1997 and who are granted non-practising registration may describe themselves as 'registered specialist non-practising' but may not offer any level of veterinary procedure or veterinary services in Victoria – general or specialist. This includes the provision of specialist consulting services.

### Registration period

Non-practising registration is granted on an annual basis and must be renewed each year.

### Lodging an application

Complete the attached form and return to the Veterinary Practitioners Registration Board of Victoria by email to [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au)

### EVIDENCE (MISCELLANEOUS PROVISIONS) ACT 1958 STATUTORY DECLARATIONS

#### 107 Statutory declarations

(1) A statutory declaration must —

- contain an acknowledgement that it is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury; and
- be signed by the person making it in the presence of a person who is authorised under Section 107A (1) to witness the signing of a statutory declaration

(2) A person who makes a declaration which the person knows to be false is liable to the penalties of perjury.

#### 107A List of persons who may witness statutory declarations

(1) Any of the following persons may witness the signing of statutory declaration:

- a justice of the peace or a bail justice;
- a public notary;
- an Australian lawyer (within the meaning of the Legal Profession Act 2004);
- a clerk to an Australian lawyer;
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;
- the registrar of probates or an assistant registrar of probates;
- the associate to a judge of the Supreme Court or of the County Court;
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;
- a member of the police force;
- the sheriff or a deputy sheriff;
- a member or former member of either House of the Parliament of Victoria;
- a member or former member of either House of the Parliament of the Commonwealth;
- a councillor of a municipality;
- a senior officer of a Council as defined in the Local Government Act 1989;
- a person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student);
- a person registered under the Health Practitioner Regulation National Law—
  - to practise in the dental profession as a dentist (other than as a student); and
  - in the dentists division of that profession;
- a veterinary practitioner;
- a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession (other than as a student) ;
- a principal in the teaching service;
- the manager of an authorised deposit-taking institution;
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
- the secretary of a building society;
- a minister of religion authorised to celebrate marriages;
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
- a fellow of the Institute of Legal Executives (Victoria).



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## APPLICATION FOR NON-PRACTISING REGISTRATION

1. Refer to the Information Sheet for application requirements
2. Victorian registration number \_\_\_\_\_

### PERSONAL

Family (Legal) Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Previous Names \_\_\_\_\_  
*(Provide certified evidence of any name change if different names used (e.g. marriage certificate))*

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Male     Female

Languages spoken other than English (optional) \_\_\_\_\_

### ADDRESS

#### Residential Address

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

#### Preferred Address for Correspondence

Residential Address

Other Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### CHANGE OF ADDRESS

Section 19 of the *Veterinary Practice Act 1997* requires you to notify the Board of any change of address within 28 days of the change: please email details to [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au)

OFFICE USE ONLY	S Dec	Fee	Victoria Address	Reg #
	Notes			
	Approved		iMIS Updated	Receipt No#



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## APPLICATION FOR NON-PRACTISING REGISTRATION

### CONSENT AND STATUTORY DECLARATION

#### Privacy

Personal information will be used in accordance with the Privacy and Data Protection Policy Statement of the Veterinary Practitioners Registration Board of Victoria (the Board). Please refer to the [Terms of Use](#) for the full policy on the website.

#### By ticking the following box, I acknowledge that:

- under section 16(1) of the *Veterinary Practice Act 1997* the Board must maintain a public Register of registered veterinary practitioners. Some of this information can be searched on the Register such as: name, registration number, postcode, suburb and speciality (if applicable). Any person may apply to obtain a copy of the public Register or an extract. The Board may also make public any languages spoken other than English (if this information has been provided)
- under sections 16(7) & (8) of the *Veterinary Practice Act 1997* the Board has authority to provide Register particulars to an interstate veterinary registration authority for the purposes of enabling that authority to administer or execute the law under which that authority confers or grants a right to carry on or engage in veterinary practice
- the Board may validate documents provided in support of this application as evidence of my identity and/or qualifications
- failure to complete all relevant sections of this application may result in this application not being accepted

#### By ticking the following box, I consent to:

- the Board, in carrying out its functions, exchanging information with other organisations, such as Australian and overseas veterinary practitioner registration boards, other Federal and/or State government regulatory authorities; drug wholesalers, registered medical practitioners, complainants and the Board's solicitors
- the Board providing public Register particulars about me to the Australasian Veterinary Boards Council Inc. for the purposes of maintaining an electronic National Database of registered veterinary practitioners

#### By ticking the following box, I declare that:

- I am the person named in this application and the information that I have provided in support of this application is true and correct in every particular
- I will comply with the conditions of non-practising registration, namely I will not
  - carry out veterinary procedures in Victoria
  - provide veterinary services (including treatment of own animals) in Victoria
  - purchase, possess or supply scheduled drugs under the Drugs, Poisons and Controlled Substance legislation in Victoria
  - exercise authority requiring registration as a veterinary practitioner in Victoria.

***If you are unable to tick any box, please cross out and initial the non-applicable statement and provide relevant information separately.***

**I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.**

This section must be witnessed by an authorised person and declared at the same address.

Name of **applicant** \_\_\_\_\_

Signature of **applicant** \_\_\_\_\_

Declared at (place) \_\_\_\_\_

Date \_\_\_\_\_

Signature of **person authorised** to take declarations \_\_\_\_\_

Name of **authorised person** \_\_\_\_\_

at address where declared \_\_\_\_\_

Qualification of **authorised person** \_\_\_\_\_

**THE STATUTORY DECLARATIONS MUST BE MADE AT THE SAME LOCATION**



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## APPLICATION FOR NON-PRACTISING REGISTRATION

### **PAYMENT FOR NON-PRACTISING REGISTRATION**

**Non-practising registration fees are currently AUD\$105.00**

**If you are not already registered with the Board, an application fee of \$155 is also payable**

**Payment method:** After we receive and assess your application, we will send you an email containing a link to a payment portal on our website and you will be able to pay your fees online by credit card.

Please EMAIL your application as a high-quality PDF file to: [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au)

If you have any questions, call us on +61 3 9620 7444 Monday to Friday between 9am and 5pm

### **PRIVACY**

- Pursuant to the *Veterinary Practice Act 1997* your information will be retained.
- Pursuant to the *Privacy and Data Protection (Victoria) Act 2015*, your payment information will be destroyed.
- Privacy statement [Terms of Use](#)