

## Don't Miss the Deadline: Avoid Penalties on Your Dogs West Applications

We understand life gets busy—but submitting your Dogs West paperwork on time can save you money and hassle. Whether you're registering a litter, transferring a dog, or updating details, making sure your paperwork is complete and on time helps avoid delays, penalties, and extra fees.

Here's what you need to know about how late fees work and how to avoid them.

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### Why Timing Matters – Especially for Litter Registrations

According to Dogs West regulations, **litter applications must be submitted within four months** of the date of birth. After that, late penalties start to apply—and they add up quickly.

For example:

- If your litter is born on **1 December**, you have until **1 April** to register it with no penalties.
- If received **after 1 April**, penalties start to apply **per puppy, per month**.

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### How Penalties Are Calculated

Late registration incurs a **\$60 penalty per puppy, per month** after the four-month deadline.

Here's how it breaks down for a litter of 2 puppies born on 1 December:

Date Application Received	Penalty
Before 1 April	None
1 April – 30 April	1 month × 2 puppies = <b>\$120</b>
1 May – 31 May	2 months × 2 puppies = <b>\$240</b>

Date Application Received	Penalty
1 June – 30 June	3 months × 2 puppies = <b>\$360</b> (requires Admin Officer approval)
1 July or later	<b>May be refused</b> unless approved by Dogs West Administration

**Important:** After 6 months, late submissions **must be approved by the Administrative Officer**, with a written explanation provided.

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### Other Common Fees to Avoid

- **Incorrect Paperwork Fee: \$35**  
This applies when forms are incomplete, submitted with incorrect payment, or missing required information.
- **Card Declined / Unpaid Balances:** Applications won't be processed until payment is corrected.
- **Returned Applications:** If no response is received after several attempts, your application may be returned and will need to be re-submitted in full.

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### How to Stay on Track

- **Know your deadlines** – especially for litter registrations.
- **Double-check your forms** before submitting.
- **Include full payment**, including any applicable penalties.
- **Respond promptly** to Dogs West emails or calls—this helps us help you!

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### Need Help?

If you're unsure about deadlines, fees, or paperwork requirements, don't hesitate to contact the Dogs West Office. We're here to support you and want to help make the process as smooth as possible.