



# Application to: Cancel Food Business Registration

Food Act 1984

*Lifestyle Capital of Victoria*

**Complete this form to advise Council in writing, where a food business will no longer operating or a change of ownership is / has occurred.**

The new food business operator must apply in writing for a new Application for Food Business Permit. This form can be accessed from Council's website. Please allow Council 10 business days to process the new application prior the business beginning to trade with new ownership. It is an offence to operate an unregistered food business and enforcement action may be taken by Council.

## Applicant details

Last name

First name

Telephone number/s

Email

Postal address

Suburb

State

Postcode

## Food Business details

Street address of business

Trading name of business

Frankston Council license number (if known)

## Change of business details (please tick applicable)

Business is no longer operating / trading.

Date business ceased? \_\_\_\_\_

Or

Business is changing ownership.

Date business is proposed to change ownership? \_\_\_\_\_

Or

Business has already changed ownership.

Date business changed ownership? \_\_\_\_\_

## Details of new business owner/operator (If applicable)

Last name

First name

Telephone number/s

Email

Postal Address

## How to apply for partial registration fee refund

Once Council staff have confirmed that the registered proprietor is no operating the food business, Council may be able to offer a partial fee refund depending on the time of year. Council processes refunds by digital bank transfer only. Council's Environmental Health Office staff will contact you directly to obtain bank account details. These refunds may take up to 28 days to process.

Yes, I would like to apply for a partial registration fee refund.

## Declaration

I declare that the information I have provided is true and correct. I authorise the nominated person/organisation to act on my behalf as indicated above and consent to Frankston City Council disclosing information about my property and rates account to them.

Applicant name

Signature

Date

### *Privacy notice*

*Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.*

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## HOW TO SUBMIT

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Please submit your completed form via one of the methods below.

✉ **By Email**      Please email the completed application form to: **[info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)**

† **In Person**

Frankston City Council - Civic Centre 30 Davey Street Frankston	Langwarrin Customer Service Centre Shop 6, Gateway Shopping Centre 230 Cranbourne-Frankston Road Langwarrin
Seaford Community Centre 1/6 Broughton Street Seaford	

✉ **By Mail**      Frankston City Council  
PO BOX 490  
Frankston VIC 3199