

Application for: Pre-Purchase inspection report for a Food Business



Food Act 1984

Lifestyle Capital of Victoria

Information for Food Businesses

Complete this application to request a pre-purchase inspection report for an existing food business.

Under the *Food Act 1984*, food business registrations cannot be transferred from one proprietor to another.

If you are buying an existing food business you may request a pre-purchase inspection report by submitting the completed form below, an invoice will then be issued with the requested inspection fee to be paid.

Where a food business proprietor ceases to operate a registered food business, they can notify Council in writing, please complete an [Application for Cancel food business registration](#).

The new food business proprietor must apply for [Food business registration](#). Please allow for up to 10 business days to process a new food business registration application prior to 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.

It is your responsibility to obtain all additional Council approvals and permits. Please contact Council on 1300 322 322, to confirm any statutory planning, building, and compliance and safety requirements.

Once we receive a completed application, including consent from the current proprietor, we will email you a tax invoice for payment. This tax invoice must be paid prior to the inspection being completed and a report being issued to you.

Fee: Pre-purchase inspection fee within 10 business days 2022/23 - \$342.00

Pre-purchase inspection fee within 5 business days 2022/23 - \$461.00

How to apply:

📍 In Person	Civic Centre 30 Davey Street Frankston VIC 3199	Seaford Community Centre Shop 1, 6 Broughton St Seaford, VIC 3198	Langwarrin Service Centre Shop 6, Gateway Shopping Centre Langwarrin, VIC 3190	Carrum Downs Library Lyrebird Drive Carrum Downs, Vic
✉ By Mail	Frankston City Council PO BOX 490 Frankston VIC 3199			
✉ By Email	Please email the completed application form to: health@frankston.vic.gov.au			

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Select inspection fee option:

Pre Purchase Inspection fee within 10 Business Days - \$342.00

Pre Purchase Inspection fee within 5 Business Days - \$461.00

Applicant details (proposed food business owner/proprietor)

Full name and/or Company name

Contact phone number

Email

Current Food Business details

Trading name of business

Food Business Registration Number

Street address of business

Declaration:

We request an inspection report detailing any outstanding requirements and/or Orders for an existing business. We also request that we be informed of any outstanding *Public Health and Wellbeing Act 2008* and *Food Act 1984* Orders or Notices relating to the above address.

Signature of applicant (proposed food business owner/proprietor)

Note: You must first obtain the consent from the current owner prior to Council releasing the inspection report to you. The report will be prepared and issued to the applicant via email. A copy of the report will also be forwarded to the current registered proprietor of the premises.

Consent from current food business owner/proprietor

Full name and/or Company Name

Contact phone number

Email

Date of Proposed Settlement

Declaration by current Proprietor:

I, being the being the current proprietor of the above named premises, request an inspection of the premises by an Environmental Health Officer, in order that a current status report of the premises can be completed.

I consent the disclosure to all persons of all information or publication of documents relating to the premises which may be revealed or obtained as a result of the said inspection, whether such information or such document was obtained from me or otherwise.

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.

Name of current Proprietor

Signature of current Proprietor

Date

We may contact you to verify that consent has been provided by you, as the current proprietor of the premises.

Disclaimer: The Pre-Purchase inspection report is an interim report and is provided for information purposes only. This report highlights and identifies matters only related to compliance with the Food Standards Code and is not a legally binding document.

For any enquiries please contact the Environmental Health Department on 9784 1915

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 or contact Council's privacy officer on 1300 322 322.