

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



Food Act 1984

Lifestyle Capital of Victoria

Information for Food Businesses

Complete this form to advise Council in writing, where you are requesting a pre-purchase inspection report for an existing food business.

Under the *Food Act 1984*, 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 with the relevant inspection fees. Please allow Council 10 business days to complete this inspection and prepare a written inspection report.

Where a food business proprietor ceases to operate a registered food business they must notify Council in writing. Please complete the form – “Application for: Cancel food business registration”. This form can be downloaded from Council’s website.

The new food business operator must apply in writing for a new – “Application for Food Business Permit”. This form can be downloaded from Council’s website. Please allow Council 10 business days to process the new 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.

Applicants must ensure that they seek out all additional approvals required. It is advised to contact Council on 1300 322 322 regarding statutory planning, building, and compliance and safety requirements.

On receiving a completed form our Business Support Officer will email a tax invoice with the inspection fee. This needs to be paid prior to the inspection report being issued.

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

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



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Please return this application form to:

To: Email: info@frankston.vic.gov.au

Environmental Health Unit

Frankston City Council

Please send all applications and correspondence regarding your application to the above email address
30 Davey Street
Frankston 3199 Phone:(03) 9784 1915

Applicant details (new proposed food business owner)

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)

Details of current food business owner

Last name

First name

Telephone number/s

Email

Postal Address

Date of Proposed Settlement

Select inspection/fee option:

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

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

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

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.

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.

HOW TO SUBMIT

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

✉ **By Email** Please email the completed application form to: **health@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