

# Application for: Pre-Purchase inspection of a Registered Business

*Food Act 1984*

*Public Health and Wellbeing Act 2008*

*Lifestyle Capital of Victoria*

If you are buying an existing registered business you may request a pre-purchase inspection. This inspection will provide you with a report detailing any outstanding requirements and/or Orders for an existing business. You must obtain the consent from the current proprietor prior to Council releasing the inspection report to you. The report will be prepared and issued to the applicant via email and a copy of the report will also be provided to the current registered proprietor.

## For Food Businesses

The new food business proprietor must submit an Application for Food Business Registration. Contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request an application for food business registration. Please allow up to 10 business days to process a new food business registration application prior to the business beginning to trade with new ownership.

## For Public Health Businesses

The new Public Health business proprietor must submit an application for transfer of registration. Contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request a transfer of public health business registration. A transfer inspection is required to be completed and approved prior to commencement of operations.

**Please note:** It is an offence to operate an unregistered premises and enforcement action may be taken by Council.

## Fees for pre-purchase inspection

**We offer an express service for a pre-purchase inspection within 5 business days to assist with urgent requests.**

Pre-purchase Inspections	Pre-purchase inspection Fees 2024/2025
Express - Within 5 business days	\$490.00
Within 10 business days	\$360.00

Once we receive the 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.

## Select inspection fee option:

- ☐ **Express Pre Purchase Inspection - within 5 Business Days**
- ☐ **Pre Purchase Inspection - within 10 Business Days**

## How to Apply

- † In Person** Frankston City Council Civic Centre, 30 Davey Street, Frankston  
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford  
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin
- ✉ By Mail** Frankston City Council, Environmental Health, PO Box 490, Frankston VIC 3199
- 💻 Online** Send applications with supporting documentation to [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Applicant details (to be completed by the proposed owner/proprietor)

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

Applicant full name and/or company name:	
Applicant email:	Applicant mobile number:
Current trading name of business:	
Address of premises:	
Date:	Signature:

## Current Proprietor details (to be completed by the current proprietor)

### Declaration and consent 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.

Current proprietor name:	
Current proprietor email:	Registration number: (if known)
Date:	Signature:

**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 the current conditions and is not a legally binding document.

### Privacy Statement

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.