**$255.00**

Fee effective until 30 June 2025

(Please attach duplicate receipt here)

**Information**

|  |  |
| --- | --- |
| **Authority to Request:** | We can only conduct a pre-purchase inspection and release the associated report if we have the current proprietor(s) approval. The current proprietor must complete a *Consent to Release Information Form* (below) before an Environmental Health Officer will attend. |
| **Fees:** | A pre-purchase inspection fee is non-refundable must be paid before the pre-purchase inspection is undertaken. Once the premises is formally taken over, the new proprietor must also apply for a new food registration and pay the associated Establishment Fee (non-refundable) and Registration Fee. |
| **Inspection:** | A pre-purchase inspection will be booked within 10 working days of the Environmental Health Officer receiving your request.  You can contact Council’s Small Business Office on 9294 6493 to make enquiries with Council’s Building and Planning Teams if applicable. |
| **Report:** | The pre-purchase inspection report will be emailed or mailed to the applicant within 10 working days of the inspection being completed. A copy of this report will also be provided to the current proprietor.  **Any items or actions listed on the report will be required to be satisfactorily completed.**  It is up to the current proprietor and prospective proprietor to determine who is responsible for completing the items.  Should it be the current proprietor’s responsibility, a follow up inspection will be required to be completed prior to settlement to ensure all items and actions are completed satisfactorily.  Should it be the prospective proprietor’s responsibility, once the business is registered appropriately, the Environmental Health Officer will work with the new proprietor on a timeline to ensure the items and actions are completed satisfactorily. |
| **Registration:** | The new proprietor cannot commence trading in the premises until we have received an Application to Register a Food Premises and associated fees have been paid.  The Environmental Health Officer must also approve and issue a Certificate of Registration for the business to be legally registered under the Food Act 1984. |

**Premises Details**

Current Registration No: (If known)

Trading Name: Registration No:

Premises Address:

Suburb: Postcode:

**Person Requesting Report (purchaser or their representative)**

**This inspection cannot proceed without the written consent of the current proprietor of the business (see over)**

Name/s:

Postal Address:

Suburb: Postcode:

Phone: Mobile:

Email Preferred: Yes Email:

Signature: Date:

**Consent to Release Information (current proprietor)**

This Consent to Release Information is to be completed by the current proprietor(s). A Director on behalf of a company or incorporated body, **all** partners if held by a partnership, or the sole trader can sign to give the appropriate consent required.

This consent allows Council’s Environmental Health Officer to;

1. conduct a pre-purchase inspection of your premises and provide a report to the abovementioned applicant containing any information relating to the premises including, but not limited to, comments, observations, photos, non-compliances and historical information including outstanding non-compliances from previous inspection reports and any current notices or orders
2. conduct a follow up inspection at the premises to determine if satisfactory compliance has been achieved relating to the pre-purchase inspection report where a copy of the follow up inspection report will be provided to the abovementioned applicant upon completion

**Declaration**

I/we hereby consent to the disclosure of any information and the publication of any documents in Yarra Ranges Council’s possession or power relating to the registered premises listed below whether the information or the documents were obtained in connection with the administration of the Food Act 1984 or otherwise:

Name of Premises:

Premises Address:

Proprietor’s Name: (company/sole trader details etc)

Role: (director/partner/sole trader etc)

Signature: Date:

(If more than one partner, - ALL partners must sign)

Partner’s Name:

Signature: Date:

**Attach separate sheet for any additional partners**

**Lodgement**

This application can be posted to.

**Public Health Services, Yarra Ranges Council, PO Box 105, LILYDALE VIC 3140**

This application can also be lodged in person at any of our Community Links located at:

**LILYDALE**  15 Anderson St, Lilydale

**MONBULK** 21 Main Rd, Monbulk

**HEALESVILLE** 110 River St, Healesville

**YARRA JUNCTION** 2442-2444 Warburton Hwy, Yarra Junction

**UPWEY**  40 Main St, Upwey

**Telephone:** 1300 368 333 **Email:** [mail@yarraranges.vic.gov.au](mailto:mail@yarraranges.vic.gov.au)

Should you have any questions regarding this application, please contact Council’s Safer Communities Customer Management Team on 1300 368 333.