# Change of Ownership - Food Premises (BE COMPLETED BY BOTH PARTIES)

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| This section to be completed by the proposed proprietor |

**Note: Proprietor (both the proposed and current) must be an individual, partnership or a registered company, ie a Pty Ltd**

**Note: Address must be an individual’s home address or for a company the registered office address.**

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| **Proprietor** |  | | | | | | |
| **Address** |  | | | | | | |
| **Trading Name** |  | | | | | | |
| **Phone BH** |  | **Mobile** | |  | | | |
| **Email** |  | | | | | | |
| **Postal Address** |  | | | | | | |
| **Food Safety Supervisor’s Name** |  | | **Mobile** | |  | | |
| **Food Safety Program Type** |  | | | | | | |
| **ABN or ACN?** |  | | | | | | |
| **Signature** |  | | | | | **Date** |  |
| **Full Name**  **(please print)** |  | | | | | | |
| **Position** |  | | | | | | |

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| This section is to be completed by the current proprietor |

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| **Trading Name** |  | | |
| **Premises Address** |  | | |
| **Licence Number** |  | | |
| **Proprietor Name:** |  | | |
| **I consent to the release of the Environmental Health Officer’s pre-purchase inspection report to the proposed proprietor or their representative** | | | |
| **Signature:** |  | **Date** |  |
| **Name**  **(please print)** |  | | |
| **Position** |  | | |

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| **CODE** | **ACTIVITY** | **ACC. NO** | **AMOUNT** | **GST** |
| SOLI | Change of Ownership | 2002.1228 | $378.00 | Exempt |

**IMPORTANT INFORMATION PROVIDED ON PAGE 2**

**…/page 2**

**Please note the following important information:**

1. **The fee for this service is valid from 1 July 2023 until 30 June 2024.**
2. **An onsite inspection and report from an Environmental Health Officer is included in the fee.**
3. **It is recommended that the onsite inspection be booked for a date 3 – 4 weeks prior to settlement.**
4. It is highly recommended that you **contact the Planning and Building Departments** to ensure that all **relevant Planning and Building permits have been issued** and to check if there are **any outstanding Planning or Building Act Notices or Orders relating to the property**. (Fees may apply).
5. **Whether or not the offer of an onsite inspection is accepted, an Environmental Health Officer will complete a full inspection of the business around 2 to 4 weeks after settlement to answer any questions that the new proprietor may have and also to confirm the new business complies with the The Food Act 1984.**
6. **Kingston Business can provide a range of initiatives and resources to support and develop local businesses within the Kingston community.**

Environmental Health Services, Planning, Building and Kingston Business can be contacted via **telephone** 1300 653 356 **fax** 9581 4500 **e-mail** [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)

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