

Application Form

Pre-sale Inspection for Food Businesses

Purchasing an existing business

If you are looking at purchasing an existing food business we recommend you apply for a pre-sale inspection before buying the business. A pre-sale inspection identifies all non-compliant items under the Food Act 1984 and Australian and New Zealand Food Standards Code.

After we issue the report, it is the responsibility of the purchaser and current owner to negotiate and resolve all outstanding non-compliant items. Any outstanding issues not resolved at settlement will become the responsibility of the new owner.

If you have already taken over a food business without a pre-sale inspection, you must contact our Health Team to Register your food business before operating.

Consent from the current owner

Due to privacy laws, the current owner must sign to give consent for Council to release the inspection report to you or your solicitor.

Timeframes

The standard timeframe for a pre-sale is **10 working days**. We offer a *priority service* within 5 working days with an additional cost – please visit our website for our fees and charges.

Fees and charges

Once we receive your pre-sale application, our Health Team will generate a tax invoice. An inspection will be organised by your Environmental Health Officer when payment has been made.

Please visit our [website](#) for our current fees and charges.

In Person	Via Email	By Phone
699 Doncaster Road DONCASTER VIC 3108 8:00 am to 5:00 pm Monday to Friday	foodsafety@manningham.vic.gov.au	9840 9333



Interpreter service

9840 9355

普通话 | 廣東話 | Ελληνικά

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Inspection request and consent to disclose information of a Food Premises

Consent must be given by the current proprietor before Council can provide the pre-sale service

Part 1. Current Proprietor's Details *all fields required

Name of Proprietor/s*	
Food business trading name*	
Address of food business*	
Contact number*	
E-mail address*	

I hereby give my consent to Manningham Council to disclose and provide information, reports and/or documents relating solely to the pre-sale inspection of the premises described above that is conducted under the Food Act 1984 and Australian New Zealand Food Standards Code to the applicant and/or solicitor specified in this form.

Signature of current proprietor*

Part 2. Applicant Details (Person whom the information will be disclosed to)

Name of applicant*	
Name of proposed new proprietors*	
Postal address of applicant	
Contact number of applicant*	
E-mail address of applicant*	
Proposed date of settlement* Date must be at least 10 working days after request.	
Proposed business activity* *Provide a detailed description of your proposed food activity and any changes you are making to the business. Include all food processing activities, changes to menu/services, and any structural changes.	

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Solicitor Details (if application is being submitted by the solicitor)

Name and company of solicitor	
Contact number	
E-mail	

Form Lodgements

E-mail	foodsafety@manningham.vic.gov.au
In Person	Civic Centre - 699 Doncaster Road DONCASTER VIC 3108 Monday – Friday between 8am – 5pm
Post	Manningham Council PO Box 1 DONCASTER VIC 3108

Payment

Once we receive your pre-sale application, our Health Team will generate a tax invoice. An inspection will be organised by your Environmental Health Officer when payment has been made.

Privacy Declaration

Manningham Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (VIC)*. All personal information collected by MCC will be confidential and used for the purpose of fulfilling your request and undertaking associated Council functions and services related to your business. This information is required to process your application.

Your information may be used by MCC services or given to other parties: where you have agreed to that; or where it is required to or authorized by law (including for the purpose of research or conducting investigations). You may access information you have provided to MCC at any time and make corrections if you believe that information is incorrect. Copies of MCC's Information Privacy and Security Policy and Health Records Policy are available on Councils website: www.manningham.vic.gov.au/privacy

I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.

submit form