

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.



Interpreter service
9840 9355

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Manningham Council
699 Doncaster Road (PO Box 1), Doncaster, Victoria 3108
p 03 9840 9333 f 03 9848 3110
e manningham@manningham.vic.gov.au
ABN 61 498 471 081 www.manningham.vic.gov.au

Application Form

Pre-sale inspection for Food Businesses

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

Email	foodsafety@manningham.vic.gov.au
In Person	Civic Centre - 699 Doncaster Road DONCASTER VIC 3108 Monday to Friday between 8am – 5pm
Post	Manningham Council PO Box 1 DONCASTER VIC 3108
Enquiries	9840 9333

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 STATEMENT

Manningham City Council (MCC) is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). All personal information collected by MCC will be used for MCC's business purposes and kept confidential. It will not be disclosed to third parties unless MCC is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. 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 the website at www.manningham.vic.gov.au/privacy
I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.



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