



ENVIRONMENTAL HEALTH APPLICATION TO CLOSE FOOD, HEALTH AND ACCOMODATION BUSINESS

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

IMPORTANT: Once your form has been processed, you will receive an invoice for payment. Payment must be made **within 30 days**, or your application may not be processed.

Fields marked with a red asterisk (*) are mandatory and must be completed.

Council Use Only

Application Number:

Application Date:

Ledger Number:

IMPORTANT

Complete this form to advise Council in writing where a prescribed accommodation and health premises business will no longer be operating.

The new food business operator must apply to register the business by submitting an Application to Register a Food Premises. This form can be accessed on Council's website. Please allow Council 10 business days to process the new application prior to the new business beginning to trade with new ownership. It is an offence to operate an unregistered food business, and enforcement action may be taken by Council should this occur.

Proprietor Details*:

Title:

Surname:

Given Name:

If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Director of Company):

Address:

Business Phone:

Mobile:

Email:

Business Details*:

Street Address of Business:



ENVIRONMENTAL HEALTH

APPLICATION TO CLOSE FOOD, HEALTH AND ACCOMODATION BUSINESS

Trading Name of Business

Registration Number (if known):

Change of Business Details*:

Please tick applicable option

- Business is no longer operating / trading
- Business is changing type of business
- Business has already changed ownership

Date closure will occur/has occurred:

Partial Registration Fee Refund:

Once Council staff have confirmed that the registered proprietor is no longer operating the food business, Council may be able to offer a partial refund depending on the time of year. Council staff will contact you directly to arrange payment of any approved refund amount. This can take up to 28 days to process

- Yes, I would like to apply for a partial registration refund amount.

Declaration:

By signing this form, 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 Hindmarsh Shire Council disclosing information about my property and rates to them.

Signature*:

Name printed*:

Date*: