

Application for Transfer of Registration of Prescribed Accommodation

Public Health and Wellbeing Act 2008



**MORNINGTON
PENINSULA**
Shire

Proprietor (applicant) details

Type of proprietor: Company Sole Trader Partnership

Name of company: ABN

If proprietor is a company, provide the name and position of authority of the person signing this document

Name: Authority e.g. Director

Name of person (if not a company)

Title	Family Name	Given names
<input type="text"/>	<input type="text"/>	<input type="text"/>

Proprietor postal address:
(includes company address if applicant is a company)

Contact numbers (ensure that at least one contact phone number is provided and include the area code):

Bus A/H Fax Mob

E-mail (must be provided)

If proprietor is a partnership the above detail needs to be provided for each partner.

Premises details

Premises street address and suburb:

Trading name of premises:

Class of Accommodation:

<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Holiday camp	<input type="checkbox"/> Hostel
<input type="checkbox"/> Student dormitory	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Residential accommodation

Total number of persons that can be accommodated
Do you propose to also provide food from the accommodation Yes No (please tick)

Please Note

You are required to notify the Mornington Peninsula Shire in writing if your business practices change.

Proposed proprietor details

PROPOSED PROPRIETOR DETAILS

Type of proprietor: Company Sole Trader Partnership

Name of company: ABN

If proprietor is a company, provide the name and position of authority of the person signing this document

Name: Authority e.g. Director

Name of person (if not a company)

Title Family Name Given names

Proprietor postal address:
(includes company address if applicant is a company)

Contact numbers (ensure that at least one contact phone number is provided and include the area code):

Bus A/H Fax Mob

E-mail *(must be provided)*

Required Supporting Information and Documentation

- Complete all fields on the application form and sign
- Application fee paid or enclosed
- Have you a photo copy of the driver's license (both sides) of proposed proprietor/s? *(submit with application)*
- If registering under a company name, print out of company detail from ASIC. *(submit with application)*
- Have you contacted the Shire's Statutory Planning Department to determine if any permits or restriction apply to the property?
- Have you contacted a private Building Surveyor to determine if any permits or restriction or works are required under the Building Code?
- Have you completed a menu and a brief description of your business *(submit with application)*
- If you propose to sell food have you completed and submitted an application for Food Act 1984 registration/transfer?

Declaration

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge and that this application forms a legal document and penalties exist for providing false or misleading information.

Authorised person (on behalf of company)/
Proprietor (primary contact) signature

Date

Please note that this application for Food Act 1984 registration is NOT a:

1. Planning Permit or Planning Application (Contact the Shire's Statutory Planning Unit)
 2. Building Permit or Building Permit Application (Contact the Shire's Statutory Building Unit or a Private Building Surveyor)
- Advice should be sought from each Council Unit or Company as required

For current Application Fee: Please Refer to the 'Environmental Health Fee Schedule'

Office Use Only: *(Quick Code 007)* Amount Paid Receipt Number:
Date Received Registration Number

Privacy statement

The information on this form is being collected by the Mornington Peninsula Shire and its authorised contractors in accordance with its Privacy Policy and the Privacy & Data Protection Act 2014 for the purpose of transfer of registration of a prescribed accommodation premises and providing information to business operators concerning legislative requirements. You may access personal information you have provided to the Shire at any time and make corrections by contacting the Shire's Privacy Officer privacy@mornpen.vic.gov.au The Shire will use this information for the purpose it was collected and may use it for a secondary, related purpose that could be reasonably expected.