

Notification to

Cancel a Food Business Registration

Food Act 1984 (Vic)

This form is used to notify the Council when a food business will no longer be operating, when a food business is being sold (change of ownership), or when a change of ownership has occurred.

The new food business proprietor must submit an [Application for Food Business Registration](#). This application is available on Council's website. Please allow 10 business days to process the new application before commencing business operations under new ownership. Operating an unregistered food business is an offence under the *Food Act 1984*.

Proprietor details

Name of Proprietor Full name or Company name (Pty Ltd)

Phone number

Email

Postal address

Food Business details

Trading name of food business

Food Act registration number (if known)

Street address of business

Change of Food Business details (please tick applicable)

- My food business is no longer operating / it has closed**
Date business ceased operating/closed:
- I am selling my food business** (a change of ownership will occur)
Proposed change of ownership/settlement date:
- I have sold my food business** (the change of ownership has occurred)
Date of settlement/business changed ownership:

Details of new business proprietor/operator (If applicable)

Last name / Company name

First name

Phone number

Email

Postal Address

Apply for partial refund of Food Act registration

After confirming that the registered proprietor is no longer operating the food business, Council may issue a partial registration refund. These refunds are processed through bank transfers and may take up to 28 days for processing. We will contact you directly to obtain the necessary bank account details for the refund process.

Yes, I would like to apply for a partial registration fee refund

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
 - This application forms a legal document and penalties exist for providing false or misleading information
- If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).
If the business is owned by a company or association – the applicant on behalf of that body must sign and print their name.

Name of Proprietor Full name or Company name (Pty Ltd)

Signature of Proprietor

Date

How to submit and for further information

Environmental Health Unit
Frankston City Council
30 Davey Street, Frankston VIC 3199

Phone: (03) 9784 1915
Email: info@frankston.vic.gov.au

Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.