

ALL SECTIONS MUST BE COMPLETED

Current Proprietor Details

Applicant Name: _____

If the proprietor is a company or association, specify name of person completing the application

Authority (eg Director): _____

Business Name _____

Company Name _____

Postal Address _____

Business Phone _____ Mobile _____

E-mail _____

Proposed New Proprietor Details

Contact Name: _____

If the proprietor is a company or association, specify name of person completing the application

Authority (eg Director): _____

Business Name _____

Company Name _____

Postal Address _____

Business Phone _____ Mobile _____

E-mail _____

Premises Details

Trading name of premises: _____

Street Address: _____

Suburb/Town: _____ Postcode: _____

Contact Person at Premises: _____

Business Phone _____ Mobile _____

E-mail _____

Proposed transfer date: _____

Prescribed Accommodation Details

Will the premises provide food to guests and/or the public? Yes No
(e.g, breakfast, coffee, cake, lunch etc) If Yes please contact Council for Food Act requirements.

Please choose a type of accommodation

- Residential accommodation Hotel/Motel Hostel
 Student dormitory Holiday Camps Rooming House

Maximum Number of Guests Accommodated : _____

Number of Bedrooms : _____

Total area (squares) of accommodation _____

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.

I am over 18 years at the time of completing this application.

Council's EHO is to be notified prior to any changes being made guest numbers or provide food to guests,

It is the owner/proprietor responsibility to notify Council's Environmental Health Unit of any changes.

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.

Payment of the relevant fee is required prior to the premises being registered and used for the purpose of prescribed accommodation.

Current Proprietor

Signature

Signature

Print Name

Print Name

Date

Date

Proposed Proprietor

Signature

Signature

Print Name

Print Name

Date

Date

Privacy Statement

The Glenelg Shire Council is committed to protecting individual's right to privacy and the responsible and fair handling of personal and health information, consistent with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Accordingly, Council will adhere to the Information Privacy and Health Privacy Principles when undertaking its statutory functions and activities, so that the privacy of individuals can be protected. The Council's Privacy Policy is available from our website www.glenelg.vic.gov.au/privacy and all Council Customer Service Centres. For further information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website https://www.glenelg.vic.gov.au/Page/Page.aspx?Page_Id=5133