**$255.00**

Fee effective until 30 June 2025

(Please attach duplicate receipt here)

**Authority to Request:** Pre-Transfer Inspections and Reports can only be requested with the **current proprietor/s approval**.

**Inspection:** A Pre-Transfer inspection will be booked within 10 days of the Health Officer receiving this request along with the fee. **The fee is non-refundable**.

Should you wish to determine whether the premises is compliant with building or planning, separate enquiries need to be made to these departments.

**Report:** The report will be emailed or mailed to the applicant within 10 days of the application.

**Transfer of Registration:** You cannot trade in the business until we have received your Application to Transfer along with fee and a Health Officer has done the transfer inspection and issued a Certificate of Registration in your name.

**Premises**

Registration No: (If known)

Trading Name: Registration No:

Premises Address:

Suburb: Postcode:

**Person Requesting Report**

**This inspection cannot proceed without the written consent of the current proprietor of the business**

 Name/s:

 Postal Address:

 Suburb: Postcode:

 Phone: Mobile:

 Email Preferred: Yes Email:

**Proprietor’s Approval**

All proprietor’s of the business must sign this consent. Information will only be released with **ALL** proprietor’s approval. If you are acting on behalf of the proprietor and have written approval from them, please attach to this request. If not, please have the current proprietor authorise below.

I/we hereby consent to the disclosure of any information and the publication of any documents in Yarra Ranges Council’s possession or power relating to the registered premises listed below whether the information or the documents were obtained in connection with the administration of the Public Health and Wellbeing Act 2008 or otherwise:

Name of Premises:

Premises Address:

Proprietor’s Name:

Signature: Date:

(If more than one proprietor, - ALL must proprietor’s must sign)

Proprietor’s Name:

Signature: Date:

**Lodgement**

This application can be posted with cheque payment to.

**Public Health Services, Yarra Ranges Council, PO Box 105, LILYDALE VIC 3140**

This application can also be lodged in person at any of our Community Links located at:

**LILYDALE**  Civic Centre, 15 Anderson St, Lilydale

**MONBULK** 21 Main Rd, Monbulk

**HEALESVILLE** 110 River St, Healesville

**YARRA JUNCTION** 2442-2444 Warburton Hwy, Yarra Junction

**UPWEY**  40 Main St, Upwey

**Telephone:** 1300 368 333 **Email:** mail@yarraranges.vic.gov.au