

APPLICATION FOR PROPERTY ENQUIRY INSPECTION

INSPECTION OF A PREMISES REGISTERED UNDER THE FOOD ACT 1984, OR
PUBLIC HEALTH AND WELLBEING ACT 2008

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



This form is to arrange a property enquiry before purchasing an existing food and beverage business. An environmental health officer will assess the premises and write a report. A property enquiry will inform you of outstanding orders or structural requirements placed on the business before the purchase settlement.

This application cannot be processed until the consent section has been completed and the correct fee is paid.

PROPERTY ENQUIRY INSPECTION REQUESTED (please tick ☒ box)

☐ **Priority Service**
5 business days

OR

☐ **Standard Service**
15 business days

See payment section for fee applicable

SECTION 1 - TO BE COMPLETED BY THE APPLICANT

Information will only be disclosed to the person listed in this section

| | | | |
|---------------------------|----------------------|----------|----------------------|
| Applicants Name(s) | <input type="text"/> | | |
| Applicants Postal Address | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |
| ABN | <input type="text"/> | Email | <input type="text"/> |
| Phone | <input type="text"/> | Mobile | <input type="text"/> |

SECTION 2 - CONSENT TO RELEASE INFORMATION (Must be completed by the current registered proprietor)

| | | | |
|--------------|----------------------|------------------|----------------------|
| Trading Name | <input type="text"/> | Registration No. | <input type="text"/> |
| Phone | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | Postcode | <input type="text"/> |

I (print name)

being the proprietor of the above address, consent to the disclosure to the above application all information or publication of documents relating to the premises which may be revealed or obtained as a result of the inspection, whether the information was obtained from me or otherwise.

| | | | |
|--------------|----------------------|------|----------------------|
| Signature/s | <input type="text"/> | | |
| Print Name | <input type="text"/> | Date | <input type="text"/> |
| Company Name | <input type="text"/> | | |
| Position | <input type="text"/> | | |

PAYMENT DETAILS

Please tick ☒ service required

| Food Business | |
|---|-----------------|
| <input type="checkbox"/> Standard service | \$320.00 |
| <input type="checkbox"/> Priority service | \$640.00 |

OR

| Personal Care & Body Art Business | |
|---|-----------------|
| <input type="checkbox"/> Standard service | \$175.00 |
| <input type="checkbox"/> Priority service | \$350.00 |

OR

| Prescribed Accommodation Business | |
|---|-----------------|
| <input type="checkbox"/> Standard service | \$210.00 |
| <input type="checkbox"/> Priority service | \$420.00 |

ONLINE PAYMENTS

Upon submission of your completed form, you will receive a payment link via email. Payment can then be made online by credit card only.

Once payment is received your application will progress.

LODGEMENT DETAILS

EMAIL

health@melbourne.vic.gov.au

POST

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

FOR ENQUIRIES

Call (03) 9658 9658 or visit

[Register a food or beverage business | City of Melbourne](#)

[Healthcare businesses | City of Melbourne](#)

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au