

Food Business Settlement Enquiry Form



This Form is to be used for the purposes of making a settlement enquiry regarding health issues in relation to the sale of an existing food business.

Details of Food Business	
Name of Business:	
Address of Business:	
Name of Proprietor:	
Date settlement is due:	

A settlement enquiry can only be made by a licenced Settlement Agent operating under the *Settlement Agents Act 1981* on behalf of the vendor or prospective purchaser or by a prospective purchaser only with the consent of the current proprietor. Please complete the following relevant section depending on who is making the enquiry.

Option A: For use by Settlement Agents	
Name of Settlement Agent:	
Name of Settlement Company:	
Postal Address:	
Email:	
Phone: (W)	(M)
Signature:	Date:

OR

Option B: For use by Prospective Purchaser	
Name of Prospective Purchaser:	
Postal Address:	
Email:	
Phone: (W)	(M)
Signature: (of purchaser)	Date:
I/We (insert name of current business proprietors) Being the proprietors of the food business detailed above do hereby authorise the City of Swan to disclose information to the person named as the Prospective Purchaser above, including copies of current inspection report and notices or other relevant information pertaining to the operation of said food business.	
Signature: (of current proprietor)	Date:
Signature: (of current proprietor)	Date:

Type of Request (please select which type of information is requested)		
<input type="checkbox"/> Desk top review	A review of premises file will be undertaken and relevant information provided including any outstanding notices and outstanding fees. Information provided will be based on the last inspection and may no longer reflect the current situation.	\$52 applicable fee
<input type="checkbox"/> New inspection	A new inspection by an Environmental Health Officer will be undertaken and a copy of the inspection report provided as well as any other relevant information concerning notices or outstanding fees.	\$166 applicable fee

Lodging this form:

In Person: City of Swan Administration Centre, 2 Midland Square, Midland
 By Mail: PO Box 196, Midland WA 6936
 By Email: swan@swan.wa.gov.au
 By Fax: 9267 9444

Fees:

Payment of the applicable fee depending on the option selected is to be made upon lodgement of the form and before any information is provided to the applicant of this enquiry.

Payment Options:

Pay in Person:

Pay via cash, EFTPOS, cheque, money order or credit card at the Cashier at City of Swan Administration Centre, 2 Midland Square, Midland between 8.00am and 4.30pm Monday to Friday.

Pay by Mail:

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

Pay by Credit Card:

For credit card payments not in person, please complete the "Credit Card Payment Form" below when returning this form.

Credit Card Payment Form			
Name as shown on Card	_____		
Card Holder Address	_____		
Type of Card	<input type="checkbox"/> Amex	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
Signature	_____		
Amount \$	_____	Expiry Date	_____/____
Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change of Ownership Detail:

This form is not a change of ownership form. Should the sale of the food business proceed the new owner will be required to submit to the Change of Ownership for an Existing Food Business Form to the City of Swan. Go to [www.swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au) to obtain a copy of the form.

Important Information:

It remains the food business proprietors responsibility to ensure they comply with all legislative requirements. To assist businesses meet the requirements the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being conducted will be and remains acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements. It is recommended new proprietors make themselves familiar with the following City of Swan guidelines;

- A Guide for New Food Business Proprietors
- A Guide to the Operational Requirements for Food Premises
- A Guide to the Structural Requirements for Food Premises

Fact Sheets, Guidelines and Other Information:

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- Department of Health – www.public.health.wa.gov.au
- Food Standards Australia New Zealand – www.foodstandards.gov.au
- City of Swan – www.swan.wa.gov.au

Legislation Requirements:

- *Food Act 2008* (available from the State Law Publisher at www.slp.wa.gov.au)
- *Food Regulations 2009* (available from the State Law Publisher www.slp.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)
- *Consolidated Local Laws 2005* (available from City's website www.swan.wa.gov.au)

Free Food Safety Training:

To assist food businesses meet the requirements of ensuring their staff have sufficient skills and knowledge, the City of Swan provides free food safety training. The 'I'm Alert' food safety program is available on the City's website at www.swan.wa.gov.au. New proprietors should complete this training if they have not already done so.

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Swan's Health Services on 9267 9153.