



116 Adelaide Street,
Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

p (02) 4988 0255 | f (02) 4988 0130

e Compliance@portstephens.nsw.gov.au

ABN 16 744 377 876

Application for pre-purchase inspection Commercial Food Premises

PART A

ADDRESS OF PROPERTY SUBJECT OF APPLICATION

Lot No.	<input type="text"/>	DP	<input type="text"/>	House No.	<input type="text"/>
Street	<input type="text"/>		Town	<input type="text"/>	

PART B

APPLICANT DETAILS

Name	<input type="text"/>	Company	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>		
Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

Preferred method of correspondence Email Postal address Other:

PART C

PAYMENT

This application is subject to a fee. Current fees and charges are available on the Port Stephens Council Website or by phoning (02) 4988 0255 during business hours.

Phone applicant for credit card payment In person at Council Administration Building

Invoice request:

Port Stephens Council Administration building 116 Adelaide Street Raymond Terrace NSW 2324

PART D**AUTHORISATION**

Authorisation must be completed prior to receipt by Council

Owner/ Vendor Name

Owner/ Vendor Address

Owner/ Vendor Postal address (if different from above)

Suburb

State

Postcode

As owner/vendor's agent I authorize Port Stephens Council officers to enter the subject property to carry out a pre-purchase inspection of the food premises, as requested by the purchaser/purchaser's agent.

Undersigned title

Property owner

Vendor

Signature

Date

Print name

PART E**SUBMIT**

Please return your completed and signed form to:

In person/mail

Port Stephens Council
Administration Building
116 Adelaide Street
PO Box 42
Raymond Terrace NSW 2324

Fax

(02) 4987 3612

Email

compliance@portstephens.nsw.gov.au

Enquiries

(02) 4988 0255

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose of this form is to obtain applicant and authorisation details for the purpose of conducting a pre-purchase inspection relating to take over of a commercial food premises.

Intended recipients: Council staff.

Supply: Voluntary.

Consequence of Non Provision: A pre-purchase inspection cannot be conducted.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.