

Regulatory Compliance Search Application Form - 2025/2026

PURPOSE OF FORM: This form will be used to process your request for a Regulatory Compliance Search of a premises with an existing licence or approval with Council's Environmental Health Section.

IMPORTANT INFORMATION

- Regulatory Compliance Searches only apply to premises with an existing approval or licence with Council's Environmental Health Section. Advice in the form of a Search Report will not be provided for any proposed future use of the premises. This is the subject of a new business application.
- A Regulatory Compliance Search is recommended for any person who is proposing to purchase an existing business activity with a licence or approval under State legislation or Council's Local Law that is regulated by Council's Environmental Health Section. Failure to make an informed choice before purchase may result in you accepting responsibility for any outstanding requisitions or otherwise bringing the business activity into compliance with all relevant legislative requirements.
- Signed Vendor's Authorisation is required prior to this application being processed.
- A Regulatory Compliance Search does not apply to approvals required with other Council Departments such as plumbing, building, or land-use approvals. For further advice about plumbing, building or land-use requirements, please contact **1300 79 49 29**. Fees and charges may apply.
- A Regulatory Compliance Search does not apply to any ancillary activities that require an approval under a Local Law (e.g. Temporary Advertising Devices, Footpath Dining/Parklet, Displaying Goods for Sale on Footpaths etc.). Upon purchasing any existing business for which these additional approvals are held, should you wish to continue to conduct the activity/s, please complete and return to Council the relevant application form/s to transfer the approval/s into your name. Fees and charges apply.

APPLICANT DETAILS

Full Name		
Postal Address		
Email Address		
Contact Details	M:	W:
Applicant's Reference		
Property Address		
Legal Description	Lot:	Plan:
Trading / Business Name		
Licence /Approval No.s (if known)		
Business Type (tick required search/s)	<input type="checkbox"/> Food Business	<input type="checkbox"/> Public Swimming Pools
	<input type="checkbox"/> Budget Accommodation	<input type="checkbox"/> Caravan Park / Camping Grounds
	<input type="checkbox"/> Personal Appearance Services	<input type="checkbox"/> Commercial Use of Local Government Controlled Roads
Vendor		
Purchaser		
Settlement Date		
Requested Search Type	<input type="checkbox"/> Urgent	<input type="checkbox"/> Standard
Preferred Response Method (select one option only)	<input type="checkbox"/> Email	<input type="checkbox"/> Post

2025/2026 FEES AND CHARGES

REGULATORY COMPLIANCE SEARCH REQUEST <i>(please tick required option)</i>	
Licensed/Registered premises – single licence – Non-Urgent (10 business days)	<input type="checkbox"/> \$627.00
Licensed/Registered premises – single licence – Urgent (5 business days)	<input type="checkbox"/> \$743.00
Licensed/Registered premises – per additional licensed activity on same property	<input type="checkbox"/> \$324.00
Additional inspection fee if requested (inspection within 5 business days)	<input type="checkbox"/> \$286.00
<u>Fraser Island</u>	
Kingfisher Bay (no vehicle)	<input type="checkbox"/> Cost +15%
Kingfisher Bay, Eurong, Happy Valley (vehicle)	<input type="checkbox"/> Cost +15%
Other Areas (e.g. Orchid Beach)	<input type="checkbox"/> Cost +15%

Please note: Council is unable to commence action if the Vendor's Authorisation section below is not completed and signed.

VENDOR'S AUTHORISATION FOR RELEASE OF INFORMATION			
I, _____ of _____ (Licence / Approval holder for premises) _____ (business name) Located at _____ (address of premises) Hereby authorise Fraser Coast Regional Council (Environmental Health Section) to release details of the findings of the Regulatory Compliance Search requested by: _____ (name/s of person/s requesting this search) To the applicant or a representative of the application (e.g. law firm).			
Signature:		Date:	

Office Use Only		
Application No.: HLS	Date Created:	CSO Initials:
Receipt No.:	Receipted Amount:	