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Regulatory Compliance Search Application Form

IMPORTANT INFORMATION
Privacy Notice: In using this form you are providing personal information such as name and contact details**.** This information will be used only for the purpose for which the completion of this form is intended, and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*. • 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.

FEES & CHARGES INFORMATION
The following fees apply to an application for a Regulatory Compliance Search: **Application Fee**- this fee applies to the lodgement and assessment of a Regulatory Compliance Search Application and includes one inspection of the licensed/approved activity at a premises. A report is then prepared and provided, outlining the level of compliance of the premises with current relevant standards with respect to the licensed/approved activity/s subject of the application. **Additional Licensed Activity Fee-** this fee applies to each additional licensed/approved activity carried out at the same property. The prepared report will include information outlining the level of compliance of the premises with current relevant standards with respect to the licensed/approved activity/s subject of the application. **Urgent Processing Fee-** an additional fee is applied for the urgent processing of an application. Council will process a non-urgent application within ten (10) business days from the date of receipt (not including the day of lodgement). For an urgent application, Council will process this application within five (5) business days from the date of receipt (not including the day of lodgement). **Re-inspection Fee-** this fee applies where the applicant requests for Council to undertake a re-inspection of the premises following the rectification of any identified non-compliances outlined in the report by the vendor. **Additional fees apply to premises located on K'gari.** Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council's website.

Section 1: APPLICATION TYPE	
Application for licensed/approved premises – single licence/approval – Non-urgent (10 business days)	☐ Yes **OR** ☐ No
Application for licensed/approved premises – single licence/approval – Urgent (5 business days)	☐ Yes **OR** ☐ No
Application for licensed/approved premises – multiple licenses/approvals – Non-urgent (10 business days)	
Application for licensed/approved premises – multiple licenses/approvals – Urgent (5 business days)	☐ Yes **OR** ☐ No
Is the premises located on K'gari	☐ Yes **OR** ☐ No If yes, additional fees apply.

Section 2: APPLICANT DETAILS	
APPLICANT ONE	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	
APPLICANT TWO	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	
COMPLETE FOR REGISTERED ENTITY/COMPANY ONLY	
Company Name:	
Director/s Name/s:	
ACN:	
Company Phone:	
Company Email:	
Company Postal Address:	

Section 3: DETAILS OF PROPERTY AND LICENSED/APPROVED ACTIVITIES				
Street Address:				
Legal Description:	Lot No.:		Plan No.:	
Business Trading Name:				
Licence/Approval Number/s, if known: (e.g. FF-XXXX)				
Business Type: (Tick all required search/s – additional fees apply for each additional activity subject of this search application)	☐ Food Business		☐ Public Swimming Pool/s	
	☐ Budget Accommodation Facility		☐ **T**ourist Park / Camping Ground / Nature-based Tourism Facility	
	☐ Personal Appearance Services		☐ Cemetries (privately operated – non-Local Government)	

Section 4: SEARCH DETAILS		
Contact Name:		
Work Phone:		
Mobile Phone:		
Email:		
Postal Address:		
Applicant's Reference: (Your reference – will be quoted on the Report)		
Vendor's Name:		
Purchaser's Name:		
Settlement Date:		
Preferred Method to Receive Report: *(Select one method only)*	☐ Email	☐ Post

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

Section 5: VENDOR'S AUTHORISATION FOR RELEASE OF INFORMATION	
Contact Name:	
Work Phone:	
Mobile Phone:	
Email:	
Postal Address:	

I, _____ of _____
(Name of Licence / Approval Holder) (Business Trading Name)

Located at:_____ (address of premises)

hereby authorise Fraser Coast Regional Council 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 applicant (e.g. law firm).

Signature of Vendor:	
Date:	
Position in Company (if relevant):	