

## PURCHASING A BUSINESS

Updated 08-02-2013

### Requirements for purchasing a food, health or accommodation premises.

The information in this fact sheet applies to the following businesses:

- All Food Premises that are registered with the Shire of Campaspe under the Food Act 1984.
- All Health Premises that are registered with the Shire of Campaspe under the Public Health and Wellbeing Act 2008. This includes all premises that conduct the following activities; hairdressing, tattooing, ear or body piercing, beauty treatments, electrolysis and colonic irrigation.
- All Accommodation Premises that are registered with the Shire of Campaspe under the Public Health and Wellbeing Act 2008. This includes all Bed and Breakfasts, Hotels, Motels, Holiday Camps, Student Dormitories, Motor Inns, Hostels and rooming houses.
- All premises registered with the Shire of Campaspe under the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2010.

### CONSIDERING A PURCHASE?

If you are considering purchasing a business you need to follow these steps:

1. Contact the Shire of Campaspe and speak to an Environmental Health

Officer about the business registration.

2. A formal request in writing is required to be sent to the Shire detailing the Business name, address, prospective purchaser, date of settlement and that you are requesting an inspection. We recommend this correspondence be done through your solicitor. This should be received by the Shire at least two weeks prior to settlement.
3. Once this request is received a consent form will be sent to your solicitor to complete. This must be completed by the current proprietor in order for the Environmental Health Officer to release information about the business.
4. An inspection will then be conducted with the current proprietors of the business. This inspection is a great benefit to the purchaser as it will identify any outstanding orders of work that are required on the premises. This inspection is a requirement for all Food Premises under the Food Act 1984. Health Premises, Accommodation Premises and Caravan Parks are not required to have an inspection at the time of transfer but if requested one can be conducted. The other steps in the transfer process are still required to be followed by these premises.

5. After this an inspection report will be issued to both parties detailing any issues that need addressing on the premises. An application for Transfer of Registration will also be sent at this stage to the solicitor of the prospective purchaser.
6. It is then up to both parties to discuss who will complete the outstanding works on the premises. Any works to be carried out by the current proprietor should be completed before the date of settlement.
7. The business will remain registered in the current proprietors name until the application and relevant fee are received by the Shire. This should be within 14 days of settlement.
8. Once these matters have been attended to and the application form and fee received, we will issue a new Certificate of Registration to the new proprietors.

NOTE: It is an offence for a food, health or accommodation premises not to register with their local council.

### WANT MORE INFORMATION?

If you require further information about any matters mentioned in this fact sheet please contact an Environmental Health Officer.