

Prescribed Accommodation Premises Transfer



Application requirements

To submit an application to transfer the registration of an accommodation business, you:

- must understand the relevant fees that apply to your registration
- consider applying for a premises inspection to determine if there are any issues with the premises prior to settlement

Application Fee

Charge for the premise's transfer fee under the *Public Health & Wellbeing Act 2008*:

Transfer Fee \$300.00 GST exempt

Contact



Phone

03 9705 5200



NRS

133 677

(for the deaf, hearing or speech impaired)



TIS

131 450

(Translating and Interpreting Service)



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@CityOfCasey

Lodgement



Email

caseycc@casey.vic.gov.au



Post

PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place

2 Patrick Northeast Drive
Narre Warren

Open Hours: 10:00 am - 2:00 pm Mon - Fri

Cranbourne Customer Service

Shop 61, Cranbourne Park Shopping Centre
Open Hours: 10:00 am - 2:00 pm Mon - Fri

Offices are not open on Public Holidays

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

Existing proprietor details

Proprietor type Company Individual Partnership

Name/s If the proprietor is a company, provide the company name. If the proprietor is an individual or partnership, provide the name of the person/s.

Proprietor/s address (Registered address if a company)

Suburb

Postcode

Proprietor's postal address (If different to the above)

Suburb

Postcode

Telephone

Mobile

Email

ACN/ABN

Date of Birth (only for individuals applying to register a rooming house that **do not** have an ABN)

Proposed new proprietor details

Proprietor type Company Individual Partnership

Name/s If the proprietor is a company, provide the company name. If the proprietor is an individual or partnership, provide the name of the person/s.

Proprietor/s address (Registered address if a company)

Suburb

Postcode

Proprietor's postal address (If different to the above)

Suburb

Postcode

Telephone

Mobile

Email

ACN/ABN

Date of Birth (only for individuals applying to register a rooming house that **do not** have an ABN)

Premises details

Trading name

Premises address

Suburb

Postcode

Name of contact person at premises

Business Telephone

Mobile

Email

Prescribed accommodation details

Will the premises provide food to guests and/or the public?

Yes

No

If YES, you will also need to register/notify your business under the *Food Act 1984*. Please contact Council for further information.

Motel

Hotel

Holiday camp

Residential accommodation

Rooming house

Student dormitory

Other (please specify)

Maximum no. of guests accommodated _____ Number of bedrooms _____

Number of beds _____ Number of toilets _____

Number of showers _____ Number of basins _____

Declaration

I understand and acknowledge that:

- » The information provided in this application is true and complete to the best of my knowledge.
- » This application forms a legal document and penalties exist for providing false or misleading information.
- » I am over 18 years of age at the time of completing this application.

By marking this checkbox and signing below, I confirm that I have read and understood all the statements above.

Existing proprietor signature

Print name

Authority (if on behalf of a company)

Date

New proprietor signature

Print name

Authority (if on behalf of a company)

Date