

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale Vic 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
Residents' Information Line: 1300 555 886  
ABN: 81 957 967 765

## Request for Inspection and Information on a Registered Premises

*Food Act 1984, Public Health and Wellbeing Act 2008 or Residential Tenancies Act 1997*

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

### Applicant

Name/s:				
Postal address:			Postcode	
Phone number: Home:		Work:	Mobile:	
Email address:			Fax:	

### Current Proprietor

Name/s:				
Postal address:			Postcode	
Phone number: Home:		Work:	Mobile:	
Email address:			Fax:	

### Premises Details

Business trading name:				
Address:			Postcode	
Australian Business Number (ABN):				
Type of business:				
Proposed settlement date:				

This part is to be filled in by the current **proprietor**

I/we _____, the <b>proprietors</b> of the above mentioned premises, give permission that any information from the inspection or any outstanding orders <b>obtained</b> by Council, through the <i>Food Act 1984, Public Health and Wellbeing Act 2008</i> or the <i>Residential Tenancies Act 1997</i> , be provided to the applicant above.	
Signature/s:	
Name/s:	Date: ____ / ____ / ____

#### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property. When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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This part is to be filled in by the applicant

I/we \_\_\_\_\_,  
request an inspection and information on any outstanding orders or **requirements obtained** by Council,  
through the *Food Act 1984*, *Public Health and Wellbeing Act 2008* or the *Residential Tenancies Act 1997*, for  
the above premises.

Signature:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fee Due: \$**

## Office Use Only:

Reference Number: LC/ENV/PP/\_\_\_\_\_ Method of Payment:  Cash  Cheque  Eftpos  Credit Card

Amount Paid: \$\_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Hard Words

**Proprietor/s:** The owner or owners of a business, or a holder of property.

**Obtained:** Get, acquire or secure something

## Submitting your application

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Bairnsdale Service Centre: 24 Service Street. Bairnsdale Business Centre: 34 Pyke Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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