|  |  |
| --- | --- |
| MRSC logo MS Word cropped.jpg | **Environmental Health**  Services |
| ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444  T 03 5422 0333 – F 03 5422 3623 – [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au) – www.mrsc.vic.gov.au | |

Transfer of registration of prescribed accommodation Fee: $280

I/we the undersigned hereby apply to transfer the registration under the provisions of the Public Health & Wellbeing Act 2008.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current MRSC Registration No: | |  | Date of transfer: |  |
| Trading name of premises: |  | | | |
| Type of premises: |  | | | |

Premises details

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | |  | | | | | | | | | | |
| Town: | |  | | | | | | | | Postcode: | |  |
| Contact person: | | | |  | | | | | | | | |
| Telephone: | | |  | | | | | | | Mobile: |  | |
| Fax: |  | | | | | Email: | | |  | | | |
| Trading name of premises (if any): | | | | | | |  | | | | | |
| Number of bedrooms available: | | | | |  | | | | | | | |
| Number of people to be accommodated: | | | | | | | |  | | | | |

Type of prescribed (business) accommodation:

residential accommodation

hostel

holiday camp

rooming house

hotel/motel

student dormitory

Other (specify below)

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**Privacy**

The collection and handling of personal and health information is in accordance with Council’s Privacy Policy which is displayed on Council’s website, [mrsc.vic.gov.au/privacy](https://www.mrsc.vic.gov.au/About-Council/Our-Council/Policies/Privacy-Policy) and available for inspection at or collection from Council’s customer service centres.

Existing proprietor’s details

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | |  | | | | | | | First name: | |  |
| Company name (as per ABN): | | | | | |  | | | | | | |
| ABN: | |  | | | | | | | | | | |
| Postal Address: | | | |  | | | | | | | | |
| Town: |  | | | | | | | | Postcode: | |  | |
| Telephone: | | |  | | | | | Mobile: |  | | | |
| Fax: |  | | | | Email: | |  | | | | | |

New proprietor’s details

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | |  | | | | | | | First name: | |  |
| Company name (as per ABN): | | | | | |  | | | | | | |
| ABN: | |  | | | | | | | | | | |
| Postal Address: | | | |  | | | | | | | | |
| Town: |  | | | | | | | | Postcode: | |  | |
| Telephone: | | |  | | | | | Mobile: |  | | | |
| Fax: |  | | | | Email: | |  | | | | | |

I/we understand and acknowledge that:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The information provided in this application is true and complete to the best of my knowledge; and that this application forms a legal document and penalties exist for providing false or misleading information. | | | |
| Existing Proprietor’s Signature: | |  | Date: |  |
| New Proprietor’s Signature: | |  | Date: |  |

Payment options

* In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our customer service centres.
* Phone: call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)
* By Mail: cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151, KYNETON VIC 3444