Change of Ownership of Business Form

You can lodge the completed application form by:
Email: council@shellharbour.nsw.gov.au
In person: Council's Civic Centre at 76 Cygnet Avenue, Shellharbour City Centre

1. Business Details

This application is for:

☐ changing the details of an established food business
(existing application number FD____/ _____)

☐ changing the details of an established health business
(existing application number HTH____/ _____)

Business Name

Address

2. Previous Business Details

Name of business owner

Address

3. New Proprietor Details

Organisation Name / Company Name (if applicable)

ABN

Name of business owner

Address

Preferred contact number

Email

4. New Safety Supervisor Details (Food Business Only)

Name of Food Safety Supervisor

Certificate Number

Expiry Date

5. Declaration

As the new applicant, I hereby apply for change of ownership of the business registration as described in this application. I acknowledge that my details will be entered into Councils database and that the premises will also be inspected by a Council Authorised Officer (there are prescribed fees associated when an inspection is carried out).

Applicant / Business Owner Name

Signature

Date

6. Fees and Charges

Council may inspect without prior notice to assess the business for compliance with legislative requirements.
For a listing of applicable fees to accompany this application please refer to Council's Schedule of Fees & Charges which can be downloaded here.