

Settlement Enquiry Form



A generic report will be provided to the applicant detailing any outstanding health orders/works relevant to the business. Please be advised that information will be very general (compliant/non-compliant). If specific information regarding any outstanding orders/works and the outcome of the latest assessment is required you must obtain the current business owners consent – *Owners Consent*.

Business Details – Type of Business to be settled (please tick):

- Food Business Public Building Lodging House
 Skin Penetration Premises Other (please describe) _____

Name of Business to be settled: _____

Address: _____

Telephone: _____

Email: _____

Name of Applicant: _____

Scheduled Settlement Date: _____

OWNERS CONSENT TO RELEASE DETAILED INFORMATION

I declare that I am the current, lawful owner of the business detailed above which is the subject of a settlement. I give permission to the Town of Cottesloe to release specific information regarding any outstanding health orders/works and the latest assessment findings.

Name: _____ Signature: _____

Telephone: _____ Date: _____

INFORMATION SOUGHT

Select enquiry type:

Type 1: Settlement Enquiry with desk-top assessment only **\$78**

This includes a report with general information relating to whether the business complies/ not comply and details of any outstanding fees.

Type 2: Settlement Enquiry with desk-top assessment and inspection of premises

\$182 This includes a report with detailed information relating to whether the business complies/ not comply a copy of the most recent assessment carried out, an on-site inspection of the premises and details of any outstanding fees.

PAYMENT INFORMATION

In-person: Cottesloe Civic Centre, 109 Broome Street, Cottesloe

Note – Please allow up to 10 working days for requests to be processed.

Fee payable: _____ Receipt Number: _____