

# PUBLIC BUILDING ACCOUNT DETAILS FORM



CITY OF VINCENT

This form is to be completed by the person/organisation responsible for the ongoing management of the Public Building. Assessment reports, invoices and other correspondence will be sent to the proprietor listed below by email.

BUSINESS DETAILS	
The Proprietor is either the individual/s (e.g. Sole Trader/Partnership) or Body Corporate (Pty Ltd company) legally responsible for the business.	
Address of premises	
Business trading name	
Previous trading name (if applicable)	
Proprietor name (legal entity)	
ABN / ACN	
Email address	
Postal address	
Telephone number	
How many full-time equivalent employees do you intend to employ? <i>(please tick the box that applies to your food business)</i>	<input type="checkbox"/> None (sole trader) <input type="checkbox"/> 20-199 (medium business) <input type="checkbox"/> 1-19 (small business) <input type="checkbox"/> 200+ (large business)

PREMISES DETAILS		
Please tick yes/no as appropriate to your business	Yes	No
Are physical changes being made to the premises? <i>This may affect the maximum accommodation number (capacity)</i>	<input type="checkbox"/>	<input type="checkbox"/>
If <b>Yes</b> , you will be required to make an application for review of the Certificate of Approval. You will be contacted by the City's Health Services and provided the relevant forms to complete.		

DECLARATION	
I declare that: <ul style="list-style-type: none"> <li>- the information contained in this application is true and correct; and</li> <li>- that I will notify the City's Health Services of any variation to details provided within this application; and</li> <li>- I have obtained the appropriate approvals from the City's Planning and Building Services sections <b>prior</b> to lodging this application.</li> </ul>	
Name of applicant(s)	
Position of applicant(s) <i>(In the case of a company, the signing officer must be a Director of the company or provide evidence of their delegated authority to sign)</i>	
Signature of applicant(s)	
Date	

## ANNUAL FEES

These fees are applicable for the 2024/2025 financial year. You will be sent an invoice for the relevant fees.  
For the application and assessment fee (where applicable) refer to the fee schedule on Form 1

<b>Annual Building Assessment – Not-for-profit/Charitable Organisations that are Low Risk</b>	FREE
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**NOTE:**

- Registered public buildings are routinely inspected by the City. Businesses are charged an assessment fee on each occasion, as and when these fall due. Please contact our Health Services at [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au) for further information.

To submit your application please email this form to [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)