

CANCELLATION OF AN APPROVAL OR LICENCE FORM

The *Cancellation of an Approval or Licence* form is to be used by Approval Holders or Licensees to cancel a current Approval or Licence. The original Licence/Approval must be returned with this form.

To return your completed form or for further information, please contact Council's Regulatory Services Team via email, council@hinchinbrook.qld.gov.au, phone 07 4776 4600, in person at Council's Main Office, 25 Lannercost Street INGHAM QLD, or via post PO Box 366 INGHAM QLD 4850.

BUSINESS DETAILS	
Trading Name	
Trading Address	
Type of Approval/Licence Being Cancelled	☐ Food Business Licence ☐ Prescribed Activity Approval ☐ Other (please describe):
Reason for Cancellation	☐ Ceased Operating ☐ Change of Owner ☐ Change of Location ☐ Other (please describe):
Date Cancellation Takes Effect	

APPLICANT DETAILS	
Name	
Phone	
Email	
Declaration	☐ I am aware that it is an offence to knowingly provide false or misleading information. ☐ I have attached the original Approval/Licence to this form.

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

APPLICANT SIGNATURE			
Name			
Signature		Date	

OFFICE USE ONLY – REGULATORY SERVICES TO COMPLETE					
TechOne Updated	☐ YES	Date		Officer	