

Application for:  
**Health Business Permit**

Public Health and Wellbeing Act 2008



*Lifestyle Capital of Victoria*

## **Hairdressing / Beauty Therapy / Skin Penetration**

## **Colonic Irrigation / Tattooing**

### **Information for Businesses**

Businesses conducting any of the above activities must be registered with the Council in the municipal district in which they operate. Mobile hairdressers and mobile beauticians must register their principal place of business.

### **Permit Requirements**

Council's Environmental Health Unit only assesses the application for registration under the Public Health and Wellbeing Act. Applicants must ensure that they seek out all additional approvals required. If you intend to operate a registered business under the Public Health and Wellbeing Act, it is advised to contact Council on 1300 322 322 regarding statutory planning, building, and compliance and safety requirements.

#### **Statutory Planning**

- Advice on whether a planning permit is required for the proposed use and to obtain information on the home occupation requirements. A planning permit may also be required for business signage.

#### **Building Services Unit**

- Advice from a registered building surveyor to ascertain whether a building permit is required for any fit out/structural changes to a building and for public/staff toilet requirements.

#### **Compliance and Safety Unit**

- A kerbside trading permit is required if a business is seeking to place any items on the footpath including the display of goods, a-frame signage, outdoor dining or other items.

## The Initial Registration Process

1. Council **strongly recommends** submitting a plan for the layout of the new premises. Complete and submit to Council the application form with a copy of the floor plan of the premises to be assessed for approval. Approval should be granted prior to any works commencing, this will assist you to ensure the premises complies with Part A: Registering your premises of the Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries and the Public Health and Wellbeing Regulations 2019.
2. Council will assess plans and write to you explaining any amendments required or construction conditions.
3. When the plans are deemed satisfactory council will approve the plans with conditions.
4. Commence construction of the health premises.
5. A final inspection of the constructed premises **must be undertaken** to ensure the premises complies with all standards. If required, a progress inspection may also be carried out.
6. All final inspections must be booked at least one week prior to the proposed opening date. An application to register will be issued to you at this time and should be paid prior to the final inspection.

## Registration Fees

| Public Health & Wellbeing Act Premises | Initial Registration Fee 2022/23 | Annual Registration Fee Fees 2022/23 | Transfer Fee 2022/23 | Health Transfer Express Service – within 5 business days (additional fee) |
|--|----------------------------------|--------------------------------------|----------------------|---|
| Low Risk – Hairdressing Only           | \$285<br>One off fee             |                                      |                      |   |
| Medium Risk – Beauty                   | \$512                            | \$305                                | \$207                | Additional \$67   |
| High Risk – Skin Penetration           | \$528                            | \$321                                | \$207                | Additional \$67   |

## Certificate of Registration

Once all requirements have been completed, registration will be granted and you will be issued with a certificate of registration. This certificate must be kept at the premises at all times.

## Schedule of Finishes

Please provide a schedule of finishes including the description or specification for all finishes throughout the premises. All equipment, furniture, fittings, floors, walls and ceilings should be constructed of materials suitable for the procedures to be undertaken in the area.

Surfaces that require regular cleaning and/or disinfection should be constructed of a durable, sealed and non-porous material that can be effectively cleaned and disinfected.

All finishes must be smooth, impervious and easily cleaned, no raw wood is permitted in the premises.

## Premises Plans

Please attach premises floor plans which are to scale of 1:100 (or greater) and clearly show the location of all: counters, cupboards and benches, equipment, walls, doors and openings, windows, equipment washing sinks, hand wash basins, hair wash basins, treatment rooms, nail tables, chairs, lighting, ventilation, toilets & vanity units, storage cabinets, waste disposal facilities, drains and other plumbing fixtures.

## Privacy Statement

The personal information requested on this form is being collected by Council for the health premises permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

# Application for: Health Business Permit

Public Health and Wellbeing Act 2008



*Lifestyle Capital of Victoria*

## Please return this application form to:

To: Email: [health@frankston.vic.gov.au](mailto:health@frankston.vic.gov.au)

Environmental Health Unit  
Frankston City Council

Please send all applications and correspondence  
regarding your application to the above email address

30 Davey Street  
Frankston 3199 Phone: (03) 9784 1915

| Applicant Details   |  |       |
|---|--|-------|
| Name:   |  |       |
| Postal Address:   |  |       |
| Phone:  | Bus.:  | Mob.: |
| Email:  |  |       |
| Date:   | Applicant Signature:   |       |
| Business Details  |  |       |
| Proprietor (sole trader or Pty Ltd):<br><b>Note:</b><br><b>A Trust is not a legal entity for the purpose of the Health &amp; Wellbeing Act. The proprietor for a Trust is the Trustee/s</b> |  |       |
| Proprietor Residential Address:   |  |       |
| Proprietor Postal Address(if different from above):   |  |       |
| Contact Name:   | Business Phone:  |       |
| Mob.:   | ABN No.:   |       |
| Email:  |  |       |
| Health Premises Details   |  |       |
| Trading Name of Health Premise:   |  |       |
| Trading Address of Health Business:   |  |       |
| Health premise is new and has not been built <input type="checkbox"/>   | Health premise has already been built <input type="checkbox"/> |       |
| Trading Days:   | Trading Hours:   |       |

|  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Street/Postal Address:   |                          |   |                          |
| Suburb:  |                          | Post Code:  |                          |
| <b>Premises Type</b><br>(please select your main activity)   |                          |   |                          |
| Hairdressing   | <input type="checkbox"/> | Beauty Therapy  | <input type="checkbox"/> |
| Skin Penetration   | <input type="checkbox"/> | Colonic Irrigation  | <input type="checkbox"/> |
| <b>Required Documents</b>  |                          |   |                          |
| <b>Detailed premises floor plans showing:</b> <ul style="list-style-type: none"> <li>- Hand wash basin/s</li> <li>- Equipment washing sink/s</li> <li>- Hair wash basin/s</li> <li>- Equipment storage and drying area</li> <li>- Staff/customer toilets</li> <li>- Waste disposal facilities</li> </ul> |                          | <ul style="list-style-type: none"> <li>- Treatment rooms/nail stations</li> <li>- Chairs</li> <li>- Lighting/ventilation</li> <li>- Doors &amp; windows</li> <li>- Shelving</li> <li>- Chemical storage</li> <li>- Toilets &amp; vanity basins</li> </ul> |                          |
| Plumbing must conform to Victorian Building Authority requirements and Standards Australia.  |                          |   |                          |
| <b>Premises schedule of finishes:</b><br>Walls are made of/sealed with _____<br>Floor surface/s are _____<br>Lights installed in health premises are _____<br>Bench top surface is _____   |                          |   |                          |
| <b>Please allow 10 business days for the application to be processed</b>   |                          |   |                          |