

Notification for a: Hairdressing / Temporary Make-up Business

Public Health and Wellbeing Act 2008

Lifestyle Capital of Victoria

The *Public Health and Wellbeing Act 2008* regulates all public health and wellbeing premises. If you are conducting hairdressing or the application of temporary make-up you must notify Council.

IMPORTANT – This form is only applicable to businesses conducting hairdressing or the application of temporary make-up. If any other activities are being conducted, please contact Council.

To: Environmental Health Unit
Frankston City Council
PO Box 490
Frankston 3199

Civic Centre
Corner Young and Davey Streets Frankston
Phone: (03) 9784 1915

Proprietor details		
Surname:		Given Name:
Proprietor Residential Address: Postal Address:		
Email:		
Business Trading Name:		
Business Trading Address:		
Proprietor (sole trader or Pty Ltd): Note: A Trust is not a legal entity for the purpose of the Health & Wellbeing Act. The proprietor for a Trust is the Trustee/s.		
Home Phone:		Business Phone:
Mobile:		Fax:
Health Related Details		
A one off fee of \$285 is applicable for Hairdressing Only and/or the Application of Temporary Make-up. Type of activity (choose from the list below). A health premises at which one or more of the following are being conducted: <input type="checkbox"/> Hairdressing <input type="checkbox"/> Application of temporary make-up (no other beauty treatments or skin penetration)		
Declaration		
I understand and acknowledge that: <ul style="list-style-type: none"> The information provided in this notification is true and complete to the best of my knowledge This notification is a legal document and penalties exist for providing false or misleading information 		
Proprietor Name:		
Proprietor Signature:		Date:
Privacy Statement The personal information requested on this form is being collected by Council for the Health 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.		

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 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, all fees must be paid prior to the final inspection.

Registration Fees

Public Health & Wellbeing Act Premises	Initial Registration Fee 2022/23	Annual Registration Fee 2022/23	Health Transfer Express Service Within 5 business days (additional fee)
Low Risk – Hairdressing Only	\$285 One off fee		

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 schedule of finishes:

Walls are made of/sealed with _____

Floor surface/s are _____

Lights installed in health premises are _____

Bench top surface is _____

Plumbing must conform to Victorian Building Authority requirements and Standards Australia.

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

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