

Application for:

Health Business Permit

Public Health and Wellbeing Act 2008



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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

If you are constructing one of the abovementioned premises, you must first contact Council's **Business Concierge on 1300 322 322** to receive advice on town planning, building, compliance and safety requirements and to seek business support and advice.

Town Planning Department

- You must obtain advice on whether a town planning permit is required for the proposed use and obtain information on the home occupation requirements;

Building Department

- You must obtain advice from a registered building surveyor to ascertain whether a building permit is required for any fit out / proposed structural changes to a building & for public and staff toilet requirements;

Compliance & Safety Unit

- For signage location and approval, street tables & chairs location.

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 Fees 2020/21 | Annual Registration Fee Fees 2020/21 | Transfer Fees 2020/21 | Express Transfer (2 days) Fee Fees 2020/21 |
|--|-----------------------------------|--------------------------------------|-----------------------|--|
| Low Risk – Hairdressing Only | \$275 One off fee | | \$200 | Additional \$65 |
| Medium Risk – Beauty | \$495 | \$295 | \$200 | Additional \$65 |
| High Risk – Skin Penetration | \$510 | \$310 | \$200 | Additional \$65 |

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.

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Please return this application form to:

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