

Setting up a Health Premises

Hairdressing / Beauty Therapy / Skin Penetration / Colonic Irrigation / Tattooing

(Public Health and Wellbeing Act 2008)

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, prior to completing this plan approval process you must first contact the following departments to ensure that you have obtained all other applicable permits.

Town Planning Department – phone: 9840 9260

- A new business or change of existing business / for a home occupation /car parking space requirements & for some structural & signage changes;

Building Department – phone: 9840 9290

- For any fit out / proposed structural changes to a building & for public and staff toilet requirements;

Yarra Valley Water – phone: 9872 1240

- For the location of or installation requirements for a grease trap & floor waste for food premises, & information on sewer availability.

Local Laws Unit – phone: 9840 9237

- For signage location and approval.

Health Unit – phone 9840 9256

- If property is in an unsewered area a permit may be required to alter the existing system and a permit will be required to install a new septic tank system.

The Plan Approval Process

1. Complete and submit to Council the application form with a copy of the floor plan of the premises.

The premises construction must comply with the Part 2 General Requirements of the *Health Guidelines for Personal Care and Body Art Industries* and the Public Health and Wellbeing Regulation 2009.

2. Pay the applicable plan approval fee to Council:

Health Premises 2017/18 Plan Approval Fees		
High Risk	Skin penetration / Colonic Irrigation	\$210
Moderate Risk	Beauty Therapy Procedures	\$200
Low Risk	Hairdressing and/or makeup only	\$190

3. Council will assess plans and write to you explaining any amendments required or construction conditions. If amendments are required, the amended plan must be resubmitted (no further fee is required).
4. When the plans are deemed satisfactory council will “approve” the plans with conditions.
5. Commence construction of the health premises.
6. 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.
7. Only after the premises has been deemed satisfactory, will you be given an ‘Application to Register a Health Premises’.

The Registration Process

8. Complete the ‘Application to Register a Health Premises’ provided to you by Council after the final inspection.
9. Pay the registration fee:

Health Premises 2017/18 Registration Fees		
High Risk	Skin Penetration / Colonic Irrigation	\$310
Moderate Risk	Beauty Therapy Procedures	\$290
Low Risk ‘One Off’	Hairdressing and/or makeup only	\$160

*Please note, there is an additional fee of \$70 if your business operates 2 risk categories and an additional \$40 if your business operates all 3 risk categories.

Certificate of Registration

10. Once the abovementioned items are complete, registration will be granted and you will be issued with a ‘Certificate of Registration.’ This certificate must remain on the premises at all times.

Health Premises - Application for Plan Approval

Please complete the following application form and return to Council's Environmental Health Unit with appropriate fee.

Name of Applicant:

Postal Address of Applicant:

.....

Telephone No:.....(BH).....(AH/Mobile).....

Fax No:Email:

Name of Proprietor (Company, partnership, sole trader).....

.....

Home Address of Proprietor:.....

.....

Postal Address of Proprietor:

.....

Telephone No:.....(BH).....(AH/Mobile).....

Fax No:Email:

Name of Business:.....

Address of Business:

.....

Type of Proposed Business:

Health Premises 2017/18 Plan Approval Fees		
High Risk	Skin penetration / Colonic Irrigation	\$210
Moderate Risk	Beauty Therapy Procedures	\$200
Low Risk	Hairdressing and/or makeup only	\$190

For payments other than cheque, Council must generate a tax invoice before payment can be accepted.

Payment can then be made online via post bill pay or at the cashiers located at 699 Doncaster Road, Doncaster.

Date Paid:

Please allow 7 days for the assessment of this application.

Plan Approval Specifications – Health Premises

A scale drawing of the proposed layout is required, showing in detail a site plan, and specifications that must include:

- | | |
|---|--|
| <input type="checkbox"/> Hand Wash Basin/s | <input type="checkbox"/> Treatment and/or Nail Table/s |
| <input type="checkbox"/> Equipment Washing Basin/s | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Hair Wash Basin/s | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Doors / Windows | <input type="checkbox"/> Storage Cabinets |
| <input type="checkbox"/> Toilets & Vanity Units | <input type="checkbox"/> Shelving |
| <input type="checkbox"/> Equipment & Chemical Storage | <input type="checkbox"/> Waste Disposal Facilities |
| <input type="checkbox"/> Surface finishes of all Walls, Floors, Ceilings & Work Areas
(e.g. white tiles, food grade washable gloss paint of a light colour). | |

IMPORTANT – THIS SECTION MUST BE COMPLETED.

I have contacted the following departments to obtain all other Council approvals. Approval has been granted or the department has advised that no approvals are required.

(Please tick where applicable).

- Town Planning Department – phone: 9840 9260**
 - A new business or change of existing business / for a home occupation /, car parking space requirements & for some structural & signage changes;
- Building Department – phone: 9840 9290**
 - For any fit out / proposed structural changes to a building & for public and staff toilet requirements;
- Yarra Valley Water – phone: 9872 1240**
 - For the location of, or installation requirements for a grease trap & floor waste for food premises, & information on sewer availability.
- Local Laws Unit – phone: 9840 9237**
 - For signage location and approval, street tables & chairs location.
- Health Unit – phone 9840 9256**
 - If property is in an unsewered area a permit may be required to alter the existing system and a permit will be required to install a new septic tank system.

Name of applicant: Date:.....

Signed:

