

Guidelines for Health, Beauty and Skin Penetration Premises

Environmental Health Services

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Introduction

These Guidelines have been designed to provide you with the information to assist you in understanding and meeting the requirements for City of Kingston to approve your application for setting up a new business or the transfer of registration for your business under the provisions of the *Public Health and Wellbeing Act 2008*.

Under the *Public Health and Wellbeing Act 2008*, the following premises must be registered with Council:

- Hairdressers,
- colonic irrigation premises,
- beauty parlours or other similar business, and
- tattooing, ear piercing, and any other process involving skin penetration.

Public Health and Wellbeing premises should provide professional, competent, safe and hygienic practices in clean premises. Unsafe or unhygienic practices can lead to the spread of infectious diseases that can affect the health of the client as well as jeopardise the health of the operator.

All new Public Health and Wellbeing premises must obtain registration from Council before they can begin trading.

When purchasing an existing business, the business registration must be transferred from the name of the existing licensee to the name of the proposed purchaser.

Note:

Operating a Public Health and Wellbeing premises without registration is an offence under the *Public Health and Wellbeing Act 2008*, and a person found guilty of the offence is liable to a fine of up to \$5,000 for a first offence, and up to \$10,000 for a second or subsequent offences.

These penalties apply to both new premises without registration as well as existing premises which have failed to transfer the registration the new proprietor.

1. Setting up a New Public Health and Wellbeing Premises

To ensure that your business complies with the requirements under the *Public Health and Wellbeing Act 2008*, it is recommended that you discuss your proposal with a Council Environmental Health Officer (EHO) before you fit out a premise. EHOs are able to provide you with accurate information about the requirements of a new Public Health and Wellbeing premises.

1.1. PLANNING AND BUILDING

It is advised that you contact Council's Planning and Building departments to obtain approvals and permits before registration is granted. This applies to home occupation businesses as well.

Council's Planning Department can be contacted on 03 9581 4891

Council's Building Department can be contacted on 03 9581 4572

Alternatively, you may wish to visit our Planning and Building Departments at our Cheltenham Office, on Level 1, 1230 Nepean Highway, Cheltenham, or visit our website www.kingston.vic.gov.au

Advice on general business is available from Council's Economic Development Unit, on 03 9581 4735.

1.2. INSPECTION OF PROPOSED SITE

We encourage you to request a site assessment of the proposed Public Health and Wellbeing premises prior to signing the lease, or before construction commences to ensure that the property is suitable for the operation of the proposed business. This can be done by directly contacting our Environmental Health Department on 9581 4573, and arranging a time with the Area EHO.

1.3. SUBMITTING, ASSESSING AND APPROVING PLANS -PLAN SUBMISSION SHEET

A Plans Submission Sheet for Public Health and Wellbeing Premises must be completed and submitted to Council along with floor plans and a schedule of finishes (details of all surfaces and finishes).

The Plans Submission Sheet requests the location of the proposed premises, contact details for the applicant, intended activity and details of when the works are scheduled to commence and completed and are intended to be completed.

1.4. FLOOR PLAN

A copy of a detailed floor plan, drawn to scale of not less than 1:100, must be submitted with the Plans Submission Sheet. The plan must clearly indicate:

- the type and location of all proposed fitting and fixtures; and
- building measurements

1.5. SCHEDULE OF FINISHES

A copy of a schedule of finishes must be submitted with the Plan Approval Sheet detailing the following information:

- description or specification for all finishes and cladding adhered to all internal surfaces in the premises
- description of all light fittings and
- description of how equipment is intended to be installed.

1.6. APPROVAL OF PLANS

An EHO will assess the submitted plans against the *Act and Standards*. Plans are usually assessed within 14 working days. Once the assessment of the submitted plans is complete you will be advised in writing of the approval or of any additional requirements that have not been shown on the plans.

Please note Council is unable to approve plans that fail to provide the necessary information.

1.7. FINAL INSPECTION

Once construction is complete and prior to trading commencing, an inspection must be arranged with an EHO to verify all works have been completed in accordance with the *Public Health and Wellbeing Act 2008*, associated standards and the approved plans.

1.8. APPLICATION FOR REGISTRATION

Once the final inspection has been completed and approved by an EHO, an application for registration will be provided. This form must be completed and submitted to Council with the prescribed fee before the premises is permitted to operate. Once this has been submitted, trading may commence.

1.9. REGISTRATION OF YOUR PUBLIC HEALTH AND WELLBEING PREMISES

Upon the issuing of your registration, the business will be supplied with a Certificate of Registration, which may be displayed in a prominent position within the premises and remain at the premises at all times. The registration of your business is to be renewed annually and the registration period is from 1st January to 31st December.

2. Buying an Existing Public Health and Wellbeing Premises (Transferring Registration)

2.1. CONTACTING COUNCIL

Before you purchase a Public Health and Wellbeing Act premises you should:

- Check with Council's Environmental Health Department to determine if the business is currently registered under the said Act; and
- Request a transfer inspection of the business

2.2. TRANSFER INSPECTION

A transfer inspection will ensure that the premise complies with the requirements of the *Public Health and Wellbeing Act 2008*, and the *Public Health and Wellbeing Regulations 2009*.

An application for transfer inspection must be completed and returned to council. An inspection will then be conducted by an EHO within 14 days of receipt of the completed form and payment. If you require an urgent transfer inspection, an option to have a Council EHO conduct the inspection within 7 days is available. Note that a higher fee applies for this option.

Once a Council EHO has conducted a transfer inspection, they will issue you with a report identifying any works required to ensure that the business complies with the *Public Health and Wellbeing Act 2008*, along with a transfer of registration application form.

The items identified in the transfer inspection report must be completed prior to the transfer of registration being processed by Council. It is up to the current proprietor and purchaser to negotiate who will take responsibility for undertaking the necessary works.


2.3. TRANSFER OF REGISTRATION

Once the business has been purchased, a transfer application form must be completed and returned to Council's Environmental Health Department, with the prescribed fee. Once this application has been successfully processed, you may commence trading.

Council will issue a Certificate of Registration in the name of the purchaser following this.



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