

OPENING YOUR OWN HEALTH, BEAUTY AND SKIN PENETRATION BUSINESS

what you need to know



DO I NEED A PLANNING PERMIT?

You may need a Planning Permit for establishing a new use or for construction work. The planning permit process is set out by State Legislation and is managed by Local Government. Depending on your requirements, the process could be lengthy, so allow time for approvals.

To find out more about the Planning Permit process visit kingston.vic.gov.au/planningprocess.

Before making any major commitments, ask Council staff the following critical questions:

- Is there an existing Planning Permit for the health premises at this site? If so, what are the conditions on that permit? If not, do I need one?
- What do I need to include in a Planning Permit Application?
- What sort of timeframe is likely for a decision on whether the permit is granted?
- What sorts of conditions are likely to be included in the conditions of any permit if it is issued?

DO I NEED A BUILDING PERMIT?

If you are planning renovations or remodeling work for your health business you may require a Building Permit. The Building Permit will have structural requirements (e.g. beams and pillars). For further information see kingston.vic.gov.au/buildingpermit.

You may also require an Asset Protection Permit from Council. This protects you if your works inadvertently result in damage to Council assets, including roads and footpaths. For more information see kingston.vic.gov.au/assetprotection.

The building industry has been deregulated meaning you can now apply to obtain a Building Permit from a private building surveyor or Council. If you need a Planning Permit and a Building Permit you must ensure they contain the same details. To find a qualified building surveyor in your area visit aibs.com.au.

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WHAT YOU NEED TO KNOW

Every Health, Beauty and Skin Penetration Premises must be registered with Council under the *Public Health and Wellbeing Act 2008*. This State legislative requirement is managed through Local Government.

1 Discuss with Council

Once you develop a business idea, call our Environmental Health team to discuss what options are available to you - 1300 653 365.

2 Prepare an application

Do you require a Planning Permit?
Y N

Do you require a Building Permit?
Y N

We encourage you to submit your plans detailing the fit out of your Health Business, although it is not a legal requirement it will ensure your business meets the legislative requirements and potentially save time and money.

The fit out of your premises must meet the guidelines specified in the Guidelines for New and Transferring Public Health and Wellbeing Premises. For example separate sinks for washing hands and washing equipment are required. Because the specified requirements affect the design and investment of your business, it is important you know what works you will need to undertake before signing a lease or applying for your building permit. For further information download Kingston's Guidelines to the requirements as well as an application from Council's website kingston.vic.gov.au/foodandhealth.

3 Application assessment

Once an application has been received for your new premises an Environmental Health Officer will assess your application and provide a written response within 14 days.

4 Provide additional information

When your application has been assessed by an Environmental Health Officer, you may be requested to provide further details of the intended fit out of the type of activities that will be conducted by the business.

5 Obtain approval

Following clarification, you will be issued with an approval letter. Certain conditions may be specified in this letter and at this stage works can begin. We advise you request a progress inspection during the construction phase. Speak to our Environmental Health team for further information on 1300 653 365.

6 Contact us to request your final inspection

An Environmental Health Officer must conduct a final inspection of your premises before you open.

7 Application to Register

If at the final inspection your business complies with all relevant legislation and regulations, you will be provided with an 'Application to Register'. This needs to be completed with the business details and returned to Council with the applicable fee. The fee depends on the type of procedures performed by the Health business.



THINGS TO CONSIDER

Changes to Council registration requirements for hairdressing and make-up businesses.

As of 1 March 2016, businesses that solely provide hairdressing and/or temporary make-up services are now able to apply for a 'one-off' or 'ongoing' registration with Council which would be accompanied by a one-off registration payment.

This means that instead of having to apply for a registration with Council every year, as was the case previously, businesses now need only apply once, so long as the business remains at the same premises and is conducted by the same person.

Businesses will still be required to comply with minimum standards of cleanliness and hygiene under the *Public Health and Wellbeing Regulations 2009*.

For more information please contact a member of Council's Environmental Health team on 1300 653 365.

☎ 1300 653 356
🌐 kingston.vic.gov.au
📘 CityOfKingston
👤 KingstonCC

Kingston's Language Line

🗣️ 131 450
TIS National



City of
KINGSTON