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CITY COUNCIL

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GLEN EIRA CITY COUNCIL

**GUIDELINES FOR  
NEW OR TRANSFERRING  
HEALTH AND WELLBEING  
BUSINESSES**



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Published by:

Glen Eira City Council  
Public Health Unit  
September 2021

This publication is available online at  
[www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)

Contact Council's Public Health team on  
[publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au) for more information.

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# INTRODUCTION

These Guidelines have been designed to assist those in the hair, beauty and skin penetration industries to comply with the requirements of the *Public Health and Wellbeing Act 2008* and *Public Health and Wellbeing Regulations 2019*.

We also encourage you to refer to the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*, developed by the Victorian Department of Health for further procedure specific guidance. The guidelines are available on the Department's website at <https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries>

Under the *Public Health and Wellbeing Act 2008*, you must register the premises where you conduct a business involving:

- Hairdressing
- Application of cosmetics
- Beauty therapy
- Skin penetration
- Tattooing
- Colonic irrigation

All new health and wellbeing premises must be granted registration by Council before they can begin trading.

When purchasing an existing business, you must apply to transfer the registration of the premises to your name before you take over its operation.

If your business only provides hairdressing and/or temporary make-up services (applying cosmetics) at your premises, you can apply for an ongoing (one-off) registration.

Please refer to the *Public Health and Wellbeing Act 2008*, *Public Health and Wellbeing Regulations 2019* and the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries* directly to understand your legislative obligations.

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# SETTING UP A NEW HEALTH AND WELLBEING PREMISES

The *Public Health and Wellbeing Regulations 2019* set out the requirements for premises registered under the *Public Health and Wellbeing Act 2008*.

The Victorian Department of Health Guidelines also detail premises requirements which are based on Australian Standards and are established as best practice.

To ensure that your premises complies with these requirements, we encourage you to submit your proposal to Council's Public Health Unit before commencing any works.

You will be contacted by an environmental health officer who will assess your proposal in accordance with the relevant legislation and provide you with written information on your requirements.

Although this is not mandatory, the Public Health Unit offer this service at no charge.

When submitting a proposal, please complete the Plans submission form located on page 10 and include the following information so that we can apply the legislation based on the nature of the business and proposed activities.

## **BUSINESS ACTIVITIES**

Detail all activities that will occur as part of the business.

## **FLOOR PLAN**

A detailed floor plan, drawn to scale of not less than 1:100 that includes the internal and external areas of the premises and clearly shows the type and location of all proposed fittings, fixtures and equipment.

## **SCHEDULE OF FINISHES**

A schedule of finishes detailing the following information:

- description of all finishes to all internal surfaces in the business (ie. wall covering type, flooring type; and other surface materials); and
- description of how equipment is intended to be installed (ie. on castors, fitted to the floor).

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# OTHER COUNCIL DEPARTMENTS

In the process of establishing or altering a health and wellbeing premises, you may need to consult with Council's Planning and Building departments to obtain approval or permits under relevant legislation.

Each department can be contacted on 9524 3333.

# PREMISES REQUIREMENTS



# PREMISES REQUIREMENTS

This information has been summarised from the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries* as well as the *Public Health and Wellbeing Regulations 2019*.

## GENERAL REQUIREMENTS

The following requirements apply:

- 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.
- There should be adequate lighting and ventilation throughout the premises.
- The premises should be designed to provide separate areas specific to the function such as client procedure areas, staff areas, storage areas and cleaning, disinfection/sterilising areas.
- There should be enough bench space for good working practices.
- All water used for personal services must be drinking water.
- You must keep the premises in a clean, sanitary and hygienic condition.
- Any piece of equipment or instrument used for penetrating the skin must be sterile at the time of use.
- Any piece of equipment or instrument that has penetrated the skin or is contaminated with blood must be either safely disposed of immediately after use or cleaned and sterilised before being used on another person.
- Any other used piece of equipment or instrument must be clean before being used on a person.
- You must ensure that each person in the business who carries out any procedures on any client keeps themselves clean, and has no exposed cuts, abrasions or wounds, before carrying out a procedure.
- You must provide written information to each client about the potential risks associated with tattooing, ear piercing, body piercing and other skin penetration procedures. The information sheets to be used are located on the Victorian Department of Health's website at <https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art/industries/client-information-sheets>
- If you conduct tattooing, body piercing or any other process involving skin penetration (except for ear piercing and dry needling), you must keep client records, such as name, address and telephone number of each client. Records must be kept for 12 months after the procedure, they must be stored at the premises where the business is conducted, and you must take reasonable steps to protect the information.

# PREMISES REQUIREMENTS

- You must display a notice about the scope of registration for the class of business your premises are registered for. The notice to be displayed are located on the Victorian Department of Health's website at <https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care/body-art-industries/client-information-sheets>. The notice must be placed in a prominent position in the entry to the premises.

## HAND WASHING FACILITIES

Hand washing facilities must be provided that are accessible for use by staff, as well as being:

- permanent fixtures;
- designated for washing hands only;
- located within procedure areas and areas where staff are cleaning and handling instruments and equipment;
- located within or close to staff and client toilet facilities;
- supplied with warm water delivered through a single outlet, liquid soap and disposable paper towel; and
- hands-free where tattooing and skin penetration procedures occur.

The number and location of hand washing facilities will depend on the layout and use of areas within the premises.

## EQUIPMENT CLEANING SINKS

Dedicated equipment cleaning sinks provided with hot and cold running water supplied through a single outlet must be located within areas designed for cleaning instruments and equipment.

Separate kitchen facilities are required where staff need to wash eating and drinking utensils.

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# APPLYING FOR PUBLIC HEALTH AND WELLBEING ACT REGISTRATION

## APPROVAL OF PLANS SUBMISSION

When you submit plans to the Public Health Unit an environmental health officer will assess your submission and advise you in writing of your approval or if any additional items are required. Once approved, you can commence the fit-out process.

At the completion of all works, a final inspection is required to be completed by the environmental health officer to verify these works. Should this inspection be successful, you will be provided with an Application for *Public Health and Wellbeing* registration and required to pay a registration fee to Council.

## APPLICATION FOR REGISTRATION

Alternatively if you decide not to have prior plans approval you can complete the Application for *Public Health and Wellbeing* registration located on page 11 and submit to Council's Public Health Unit by emailing [publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au)

An environmental health officer will contact you to discuss your registration requirements and arrange an inspection of your premises. Should this inspection be successful, you will be required to pay a registration fee to Council.

Businesses that only provide hairdressing and/or temporary make-up services (applying cosmetics) at the premises can apply for an ongoing (one-off) registration by completing the Application for Ongoing Registration located on page 13 and submitting to Council's Public Health Unit by emailing [publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au).

An environmental health officer will contact you to arrange an inspection of your premises. Should this inspection be successful, you will be required to pay a one-off registration fee to Council. You will not be required to renew your registration annually.

## REGISTRATION OF YOUR HEALTH AND WELLBEING PREMISES

When Council has granted your business *Public Health and Wellbeing* registration, you will be issued with a Certificate of registration. The registration period is from 1 January to 31 December of each year.

Once you have received your Certificate of registration, you can commence trading. This certificate must always remain at the business.



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# BUYING AN EXISTING HEALTH AND WELLBEING BUSINESS

Before you purchase a health and wellbeing business you should check with Council's Public Health Unit to determine if the premises has current registration.

The *Public Health and Wellbeing Act* registration for the premises must be transferred from the name of the current proprietor to your name before you take over its operation.

## APPLICATION FOR TRANSFER OF REGISTRATION

Contact Council Public Health Unit on 9524 3333 to obtain an Application to transfer *Public Health and Wellbeing* registration. Complete and return the Application to Council's Public Health Unit by emailing [publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au).

You will be contacted by an environmental health officer to discuss your registration requirements. You will be required to pay a transfer of registration fee and the officer may request to complete an inspection of the premises.

If there will be a change in business activities and/or renovations or alterations to the premises, we encourage you to submit your proposal to Council's Public Health Unit before commencing any works. Please see page 4 for more information on completing a plans submission form and page 5 for premises requirements.

Once Council has granted the transfer of registration, you will be issued with a Certificate of registration and you may commence trading.



GLEN EIRA  
CITY COUNCIL

# NEW OR TRANSFERRING HEALTH AND WELLBEING BUSINESSES PLANS SUBMISSION FORM

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

## PROPOSED BUSINESS DETAILS

Trading name: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

## INTENDED ACTIVITIES

Please tick intended activities below.		
Hairdressing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Skin penetration	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tattooing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Colonic irrigation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application of cosmetics	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beauty therapy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: (Please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### PLEASE ATTACH A SCHEDULE OF FINISHES

A schedule of finishes is required to be submitted detailing the following information:

- description of all finishes to all internal surfaces in the business (ie. wall covering type, coving details, flooring type; and food contact surface materials); and
- description of how equipment is intended to be installed (ie. on castors, fitted to the floor).

### PLEASE ATTACH FLOOR PLANS

A detailed floor plan, drawn to scale of not less than 1:100 that includes the internal and external areas of the business and clearly shows the type and location of all proposed fittings, fixtures and equipment.

Submission date: \_\_\_\_\_

**Please return this form and  
attached documents to:**

Glen Eira City Council  
PO Box 42  
Caulfield South 3162

Or email  
publichealth@gleneira.vic.gov.au



GLEN EIRA  
CITY COUNCIL

PF03

Glen Eira City Council

# Application for registration Section 71 Public Health and Wellbeing Act 2008

Glen Eira City Council  
PO Box 42 Caulfield South 3162  
Phone: 9524 3333  
ABN: 65 952 882 314

## 1. Proprietor details

Proprietor type:  Company  Individual  Partnership

If the proprietor is a company, specify the name of the person completing the application and authority (eg. Director of company).

Proprietor 1: Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Proprietor 2: Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Authority (eg. Director): \_\_\_\_\_ ABN or ACN: \_\_\_\_\_

Proprietor address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

## 2. Premises details

Trading name of business: \_\_\_\_\_

Premises address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Operating days/times: \_\_\_\_\_

### Contact person (if not the proprietor)

Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 3. Activities to be conducted

Please tick any of the categories listed below that are applicable to your business:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Hairdressing                  | <input type="checkbox"/> Dry Needling    | <input type="checkbox"/> Body Piercing      |
| <input type="checkbox"/> Waxing                        | <input type="checkbox"/> Facials/Make Up | <input type="checkbox"/> Tattooing          |
| <input type="checkbox"/> Colonic Irrigation            | <input type="checkbox"/> Laser Treatment | <input type="checkbox"/> Threading          |
| <input type="checkbox"/> Electrolysis                  | <input type="checkbox"/> Ear Piercing    | <input type="checkbox"/> Cosmetic Tattooing |
| <input type="checkbox"/> Other (please specify): _____ |  |   |

#### 4. Declaration

If the proprietor is an individual or a partnership, the proprietor(s) must sign and print name(s).

If the proprietor is a company — the person with the authority on behalf of that body must sign and print their name.

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.

Proprietor signature: \_\_\_\_\_ Proprietor signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date of application: \_\_\_\_\_

**Total amount due:** Fee to be determined by Council

Payment method	Payment type	Instructions
In person	Cash, EFTPOS, credit card or cheque	Present application form and pay at Council's Service Centre (corner Glen Eira and Hawthorn Roads, Caulfield)
Mail	Cheque	Make cheques payable to 'Glen Eira City Council' and send with application form to Glen Eira City Council, P.O Box 42, Caulfield South 3162
Phone	Credit card	<ul style="list-style-type: none"><li>• Contact Council's Customer Service Centre on (03) 9524 3333</li><li>• Advise that you are paying your Public Health and Wellbeing Act registration fee</li><li>• Provide your trading name, premises address and registration number</li><li>• Provide payment amount and credit card details</li></ul>

#### Privacy Statement

Glen Eira City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014*. This information is collected for the administration and enforcement of the *Public Health and Wellbeing Act 2008*. It may be provided to the Victorian Department of Health or Consumer Affairs Victoria for the same purposes, and for statistical purposes related to the application of the Act. For further information about how Council manages and uses your personal information you can view Council's Privacy Policy on our website at [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) or contact Council's privacy officer on [privacy@gleneira.vic.gov.au](mailto:privacy@gleneira.vic.gov.au)

#### **COUNCIL USE ONLY**

Date final inspection completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Debtor Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Area: \_\_\_\_\_

Date of registration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Renewal due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Responsible EHO: \_\_\_\_\_

EHO Signature: \_\_\_\_\_

**Please do not process any form of payment until an EHO signature has been provided.**

Post admin entry Health Manager review completed by EHO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



GLEN EIRA  
CITY COUNCIL

PF11

Glen Eira City Council

# Application for ongoing registration Section 71 Public Health and Wellbeing Act 2008

Glen Eira City Council  
PO Box 42 Caulfield South 3162  
Phone: 9524 3333  
ABN: 65 952 882 314

## 1. Proprietor details

Proprietor type:  Company  Individual  Partnership

If the proprietor is a company, specify the name of the person completing the application and authority (eg. Director of company).

Proprietor 1: Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Proprietor 2: Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Authority (eg. Director): \_\_\_\_\_ ABN or ACN: \_\_\_\_\_

Proprietor address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

## 2. Premises details

Trading name of business: \_\_\_\_\_

Premises address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Operating days/times: \_\_\_\_\_

### Contact person (if not the proprietor)

Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 3. Activities to be conducted

- Hairdressing  
(includes cutting hair with scissors or razors only)
- Low Risk Beauty Therapy  
(includes temporary make up, henna tattoos, spray tans, eyelash and eyebrow tinting only)

#### 4. Declaration

If the proprietor is an individual or a partnership, the proprietor(s) must sign and print name(s).

If the proprietor is a company — the person with the authority on behalf of that body must sign and print their name.

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.

Proprietor signature: \_\_\_\_\_ Proprietor signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date of application: \_\_\_\_\_

**Total amount due:** Fee to be determined by Council

Payment method	Payment type	Instructions
In person	Cash, EFTPOS, credit card or cheque	Present application form and pay at Council's Service Centre (corner Glen Eira and Hawthorn Roads, Caulfield)
Mail	Cheque	Make cheques payable to 'Glen Eira City Council' and send with application form to Glen Eira City Council, P.O Box 42, Caulfield South 3162
Phone	Credit card	<ul style="list-style-type: none"><li>• Contact Council's Customer Service Centre on (03) 9524 3333</li><li>• Advise that you are paying your Public Health and Wellbeing Act registration fee</li><li>• Provide your trading name, premises address and registration number</li><li>• Provide payment amount and credit card details</li></ul>

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#### **COUNCIL USE ONLY**

Date final inspection completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Debtor Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Area: \_\_\_\_\_

Date of registration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Renewal due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Responsible EHO: \_\_\_\_\_

EHO Signature: \_\_\_\_\_

**Please do not process any form of payment until an EHO signature has been provided.**

Post admin entry Health Manager review completed by EHO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



GLEN EIRA  
CITY COUNCIL

## Glen Eira City Council

Corner Glen Eira and Hawthorn Roads, Caulfield

Mail address: PO Box 42

Caulfield South, 3162

Phone: (03) 9524 3333

Fax: (03) 9523 0339

[mail@gleneira.vic.gov.au](mailto:mail@gleneira.vic.gov.au)

[www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)

### National Relay Service

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service and then ask for (03) 9524 3333.

Online: <https://internet-relay.nrscall.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

### Social media

#### Glen Eira City Council:

[www.facebook.com/GlenEiraCityCouncil](http://www.facebook.com/GlenEiraCityCouncil)

#### @cityofgleneira:

[www.instagram.com/cityofgleneira](http://www.instagram.com/cityofgleneira)

#### Glen Eira arts, gallery and events:

[www.facebook.com/gleneiraarts](http://www.facebook.com/gleneiraarts)

#### Glen Eira Leisure:

[www.facebook.com/GESACOnline](http://www.facebook.com/GESACOnline)

<https://www.instagram.com/gleneiraleisure>

[www.twitter.com/GESACOnline](http://www.twitter.com/GESACOnline)

#### Glen Eira Libraries and Learning Centres:

[www.facebook.com/GlenEiraLibraries](http://www.facebook.com/GlenEiraLibraries)

<https://www.instagram.com/gleneiralibraries>

#### Glen Eira Youth Services:

[www.facebook.com/GlenEiraYouthServices](http://www.facebook.com/GlenEiraYouthServices)

[www.instagram.com/gleneirayouthservices](http://www.instagram.com/gleneirayouthservices)

#### Glen Eira sustainable living:

[www.facebook.com/sustainablelivinggleneira](http://www.facebook.com/sustainablelivinggleneira)