

# APPLICATION FOR PLANS ASSESSMENT PUBLIC HEALTH AND WELLBEING ACT 2008



## PERSONAL CARE & BODY ART

FORM VALID FROM 1 JULY 2023 TO 30 JUNE 2024

This application cannot be processed without a copy of plans and the correct fee. If sending via email, send to [health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

### TYPE OF SERVICE REQUESTED (please tick box)

- Priority Service** (5 working days - double the fee)  **OR**  **Standard** (15 working days)

The 5 or 15 working day timeframe is for your plans (or the initial on site assessment) to be processed and assessed. This does not include the time taken to conduct prefinal and final inspections and approval of registration.

**Note: The priority service will commence on receipt of payment**

### REGISTRATION TYPE

- New premises**  **OR**  **Alterations to existing premises registered with City of Melbourne**

Registration No.

### APPLICANT DETAILS

Applicants Name(s)

Applicants Postal Address

Postcode

ABN  Email

Phone  Mobile

Address of Project

Trading name of business (proposed or existing)

Applicant involvement  Owner  Occupier  Architect

Other (please specify)

Proprietor's Name

Proprietor's Phone No.

Signature (applicant)

Print Name

Date

### OFFICE USE ONLY

Date Processed	Registration #	EHT	DM#
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**PERSONAL CARE AND BODY ART**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hairdresser                   | <input type="checkbox"/> Nails - acrylic  | <input type="checkbox"/> Other hair removal                               |
| <input type="checkbox"/> Piercing - ear lobe, gun only | <input type="checkbox"/> Nails - manicure | <input type="checkbox"/> Cosmetics  |
| <input type="checkbox"/> Piercing - body               | <input type="checkbox"/> Nails - pedicure | <input type="checkbox"/> Facials  |
| <input type="checkbox"/> Tattooing                     | <input type="checkbox"/> Waxing           | <input type="checkbox"/> Spray tan  |
| <input type="checkbox"/> Cosmetic tattooing            | <input type="checkbox"/> Electrolysis     | <input type="checkbox"/> Other <input style="width: 100px;" type="text"/> |
| <input type="checkbox"/> Colonic Irrigation            | <input type="checkbox"/> IPL              |   |

Please complete the following table for each area of the premises. Each area must be labelled with the same name that appears on the plans. All sinks and hand basins must also be clearly designated on the plans.

**EXAMPLE 1**

Area:	Beauty Room 1 <small>(include cleaning areas and general areas)</small>
Processes conducted:	Manicure, Pedicure, Waxing, IPL
Floor:	Linoleum
Wall:	Plasterboard painted with washable paint
Ceiling:	Plasterboard painted with washable paint
Hand basins:	One hands-free hand basin <small>(state whether hands-free)</small>
Single sinks:	None
Double sinks:	None

**EXAMPLE 2**

Area:	Wash up area <small>(include cleaning areas and general areas)</small>
Processes conducted:	Washing equipment
Floor:	Tiles
Wall:	Tiles
Ceiling:	Plasterboard painted with washable paint
Hand basins:	None <small>(state whether hands-free)</small>
Single sinks:	None
Double sinks:	One

**AREA 1:**

	<input style="width: 100%; height: 20px;" type="text"/> <small>(include cleaning areas and general areas)</small>
Processes conducted:	<input style="width: 100%; height: 20px;" type="text"/>
Floor:	<input style="width: 100%; height: 20px;" type="text"/>
Wall:	<input style="width: 100%; height: 20px;" type="text"/>
Ceiling:	<input style="width: 100%; height: 20px;" type="text"/>
Hand basins:	<input style="width: 100%; height: 20px;" type="text"/> <small>(state whether hands-free)</small>
Single sinks:	<input style="width: 100%; height: 20px;" type="text"/>
Double sinks:	<input style="width: 100%; height: 20px;" type="text"/>

**AREA 2:**

(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:

(state whether hands-free)

Single sinks:

Double sinks:

**AREA 3:**

(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:

(state whether hands-free)

Single sinks:

Double sinks:

**AREA 4:**

(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:

(state whether hands-free)

Single sinks:

Double sinks:

**AREA 5:**

(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:

(state whether hands-free)

Single sinks:

Double sinks:

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**PAYMENT DETAILS**

<b>Personal Care and Body Art Premises</b> (Hairdressing, beauty therapy, tattooing, skin penetration and colonic irrigation) <b>You must complete page 3</b>	<b>\$275.00</b>
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For Priority Service for any of the above applications	<b>DOUBLE THE FEE ABOVE</b>
<b>Total Fee Payable</b>	<b>\$</b>

**ONLINE PAYMENTS ARE HERE**

In order to provide you with a more secure and streamlined service, we have introduced online payments for this type of application.

Upon submission of your completed form, you will receive a payment link via email. Payment can then be made online by credit card only.

Once payment is received your application will progress.

**FURTHER INFORMATION**

Telephone enquiries: (03) 9658 8831

**MAIL**

Health and Wellbeing Branch  
City of Melbourne  
GPO Box 1603  
Melbourne VIC 3001

**EMAIL**

[health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at [melbourne.vic.gov.au](http://melbourne.vic.gov.au)