

Starting a New Health and Beauty Premises

2022/23

Health Services
8 Inglesby Road, Camberwell
Phone: 9278 4444
Email: boroondara@boroondara.vic.gov.au
Website: www.boroondara.vic.gov.au

Table of contents

1	Obtaining Registration under the Public Health and Wellbeing Act	4
2	Registration Process.....	5
2.1	Discuss your plans with us	5
2.2	Book an onsite appraisal	5
2.3	Contact utility providers	5
2.4	Plans Submission.....	5
2.5	Plans Assessment.....	6
2.6	Commencement of works.....	6
2.7	Arrange an interim inspection.....	6
2.8	Book a final inspections.....	6
2.9	Register your food business	6
2.10	Hair and cosmetic make-up only	8
2.11	Exemptions.....	8
2.12	Mobile hair and beauty businesses	8
2.13	Existing beauty businesses	8
3	Infection Prevention and Control Guidelines.....	9
3.1	Preventing Infection.....	9
3.2	Sharps Containers.....	10
4	Useful Links	11

Welcome to the City of Boroondara

Welcome and thank you for your interest in starting a health or beauty business in the City of Boroondara.

The *Public Health and Wellbeing Act 2008* requires premises to be registered with Council, and to ensure infectious diseases are not transmitted to customers.

If you operate any of the following businesses, you are required to comply with these regulations for maintaining a clean and safe business:

- ear/body piercing and skin penetration including dry needling
- hairdressing and wigs
- tattooing including cosmetic tattoos and Henna
- manicure/pedicure and any nail treatment or dressing
- threading
- waxing
- dermabrasion
- facials
- electrolysis/Laser treatment
- footspa
- Dry needling
- make-up and spray tan.

During the registration process you will be required to provide us with the following;

- Details of the type of health business
- A copy of your proposed floor plan
- A copy of the services/treatments offered

It is your responsibility and it is highly recommended you contact [Yarra Valley Water](#) to find out your sewerage and waste water requirements, and other utility providers (gas and electricity) to confirm that you meet their codes and standards.

Once you are ready, you can visit the website 'Apply to Establish a Health & Beauty Premises' <https://www.boroondara.vic.gov.au/business/start-and-run-business/health-and-beauty-businesses> click on the "Apply to establish a health and beauty premise" in step 1 and submit your application to begin the registration process.

If you have any further questions, please contact City of Boroondara on 9278 4444 or email boroondara@boroondara.vic.gov.au

Kind regards



Robert Weis
Team Leader Health Services

1 Obtaining Registration under the Public Health and Wellbeing Act

All Public Health and Wellbeing Act businesses are required to be registered under the *Public Health and Wellbeing Act 2008*. Health Services is responsible for registering Public Health and Wellbeing Act businesses operating within the City of Boroondara. Registration is valid for 12 months and is renewed each year, except for hairdressing salons and cosmetic make-up businesses, which are registered on an ongoing basis. Council will issue an 'Application for Renewal of Registration' form to all Public Health and Wellbeing Act businesses that require a renewal of registration.

Who needs to register?

Permanent or mobile businesses that carry out procedures registrable under the Public Health and Wellbeing Act, including hairdressing, beauty treatments, ear and body piercing, tattooing, colonic irrigation, electrolysis, dry needling etc. and those that offer prescribed accommodation such as hotels, hostels, student dormitories, etc.

Who does not need to apply?

Acupuncture is now required to be registered with the Chinese Medicine Board. It does not require registration with Council.

- Phone: 9499 3800
- Website: [Chinese Medicine Board of Australia - Code of conduct](#).

Injectable cosmetic treatments that are obtained by prescription only, as they can only be administered by a registered medical practitioner or registered health practitioner. There may be beauty products that are not Schedule 4 medicines, and especially where the operator is not a registered medical/health practitioner, in which case we are the registering authority.

2 Registration Process

2.1 Discuss your plans with us

Discuss your initial proposal with Planning, Building and Environmental Health Officers.

2.2 Book an onsite appraisal

Arrange an on-site appraisal of the premises with an Environmental Health Officer before you secure your lease. This will allow you to clarify any concerns on major internal fit-out and finishes required (eg. Floors, walls, ceilings, hand basins, etc.).

2.3 Contact utility providers

Ensure that other utilities (eg. Electricity, water, sewerage, and gas) are contacted so that you comply with their particular standards/codes.

Public Utilities / Responsible Authorities		
Type of Inquiry	Authority	Contact Details
Health guidelines for personal care and body art industries	Health Services - City of Boroondara	https://www.boroondara.vic.gov.au/business/start-and-grow-business/health-and-beauty-businesses Phone: 9278 4701
Health guidelines for personal care and body art industries	Department of Health	https://www2.health.vic.gov.au/about/publications/researchandreports/Health-guidelines-for-personal-care-and-body-art-industries
Planning Permits - Change of use - No. toilets required - Disabled access - Fire escapes. Etc. Mech. exhaust requirements, etc.	Building Services & Statutory Planning - City of Boroondara	https://www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building Building Services: 9278 4860 Statutory Planning: 9278 4888
Kerbside signage	Civic Services - City of Boroondara	https://www.boroondara.vic.gov.au/ Phone: 9278 4949
Waste water and sewerage requirements	Yarra Valley Water	https://www.yvw.com.au/help-advice/trade-waste/food-business/grease-traps Phone: 13 17 21
Liquor License	Liquor Licensing Commission	https://www.vcglr.vic.gov.au/ Phone: 1300 650 367
Commercial waste/recycling services	Listed under Waste Services and Recycling Services in the Yellow Pages	
Gas appliances/connections	Energy Safe Victoria	https://esv.vic.gov.au/ Phone: 9203 9700

2.4 Plans Submission

Submit a copy of structural plans showing the layout of the premises. The floor plan must include elevations drawn to scale with details about location, method of installation and type of finishes of ALL surfaces, fixtures & equipment.

Further submission requirements:

- A copy of a list of treatments carried out in connection with the operation of the establishment is required.
- If Prescribed Accommodation; details on the number of beds per bedroom and the size of these rooms.

2.5 Plans Assessment

Upon approval of the preliminary plans application, an Environmental Health Officer will send a letter advising of any additional requirements which will need to be met that have not been clearly shown on the plans.

Note: Please allow for a standard 14 day service for plans assessment.

2.6 Commencement of works

Upon notification that your plans have been approved by the Health Services and you have received the appropriate permits from Planning & Building you may commence works.

2.7 Arrange an interim inspection

Contact the Environmental Health Officer for interim inspections of works as they are progressing. This will assist you in meeting all the requirements and help to prevent any costly mistakes if works have commenced without approval.

Note: No additional fees will be charged for these inspections.

2.8 Book a final inspections

A final inspection is to be organised with the Environmental Health Officer once all works have been completed. This inspection should be arranged at least one week prior to the proposed opening date.

2.9 Register your business

Once we've done the final inspection and you've met all the requirements, we'll give you an Application for Registration form which is to be completed and submitted. With the prescribed fee which is listed on the form.

We'll assess your application and let you know if it is successful. If your application is successful, you'll receive a Certificate of Registration at the initial inspection within 1 month of being approved to operate.

Your premises must not open to the public until approval is given by Health Services. Under the Public Health and Wellbeing Act it is an offence to operate a Public Health and Wellbeing Act business without being registered and can lead to Council taking legal action.

Registrations are renewed annually and be paid by 31 December each year. If we don't receive your payment by 31 December each year, you may incur additional

costs, such as an infringement notice for trading unregistered, and legal proceedings may be brought against you.

Fees and Charges 2022-2023

**Fees subject to change without notice*

Health & Beauty Premises Classification	Initial Registration Fee	Renewal of Registration
New Hairdresser and/or Temporary make-up premises only - one off registration	\$343.00	n/a
Single operation - skin penetration/Beauty Therapy	\$2,315.00	\$2,150.00
Class 2 Large Supermarket, 3+ Departments - Non-standard Food Safety Program	\$2,685.00	\$2,510.00
Class 2 Non-standard Food Safety Program	\$1,070.00	\$910.00
Class 2 Standard	\$1,030.00	\$863.00
Class 3A Standard	\$1,030.00	\$863.00
Class 3 Food Premises	\$577.00	\$492.00

#Fees are charged on a pro-rata quarterly basis

^GST does not apply

Further Issues to Consider

- **Renovations/alterations to premises**

If structural works are to be carried out on the premises the proprietor must contact the Health Services to gain approval for works. Once the approval has been granted, the proprietor must ensure that arrangements are made for a final inspection of the premises by an Environmental Health Officer.

Note: Building and Planning Departments may need to be notified depending upon the nature of the works to be carried out.

- **Changes to services provided**

The proprietor must notify Council of any amendments to the practices carried out in connection with the establishment, ie. The addition and/or removal of certain treatments/services. This is to ensure that the premises is structural adequate and that the fees reflect the processes carried out.

2.10 Hair and cosmetic make-up only

If you operate a hairdresser cosmetic make-up only business, you will only need to register once and you will not receive an annual registration. If your services change, you are required to contact Council and discuss the change, which may require an annual registration.

2.11 Exemptions

A person or practice registered under the Health Practitioner Regulation National Law in the practice of:

- Acupuncture
- Chiropractic
- Dentistry
- Nursing or Midwifery
- Osteopathy
- Physiotherapy
- Pharmacy
- Podiatry

are exempt from registering with Council.

2.12 Mobile hair and beauty businesses

Low-risk procedures such as hairdressing, hairstyling, manicures/pedicures and make-up procedures can be conducted in the client's home or other settings (for example, a hotel, hostel, day care centre or nursing home) if the operator is registered with the local government within which they reside.

2.13 Existing beauty businesses

If you're purchasing an existing beauty business, you'll still need to register it with Council.

3 Infection Prevention and Control Guidelines

Infection prevention and control is important so that you do not transmit a disease or infection to yourself or your clients.

The Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries (2020) helps those involved in these industries to comply with requirements in the:

- Public Health and Wellbeing Act 2008 (*the Act*)
- Public Health and Wellbeing Regulations 2019.

The Act and regulations documents can be found at the [Victorian Legislation and Parliamentary Document website](#).

These guidelines do not replace industry-specific guidelines or codes of practice, which must also comply with the Act and Regulations. You should talk to the industry association relevant to your business.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries>



3.1 Preventing Infection

Wash your hand regularly throughout the day as well as:

- Before and after treating a client.
- Before and after eating.
- After using the toilet.
- After disposing of waste products.

Always wear the correct Personal Protective Equipment (PPE) to prevent yourself from contracting an infection.

Avoid touching bodily fluids from other people such as blood and saliva. Direct contact with these fluids is often the cause of bacterial and viral infections, such as hepatitis and AIDS.

Maintain good hygiene practices by frequently sanitising all surfaces and equipment.

Ensure all work surfaces are smooth and impervious to assist in maintenance of hygiene.

Provide sufficient work space and preparation areas to prevent collisions and cross contamination.

Cover all cuts and wounds with an appropriate dressing and then wear gloves to prevent an infection being contracted.

Provide a sharps disposal container for the disposal of single use skin penetration equipment such as needles.

Provide education and training in infection control/prevention for all staff to achieve a consistent standard amongst all staff.

Provide regular refresher training for infection control/prevention practices to keep information current.

3.2 Sharps Containers

Sharps are considered clinical waste. Sharps used for skin penetration, such as needles, must be handled carefully during procedures to avoid needle stick injuries and the possible transmission of blood-borne diseases.

Sharps containers must comply with Australian Standard 4031:1992. This standard sets out the requirements for non-reusable containers intended for the safe collection and transportation of used sharps objects, which may be infectious, in health care areas. It refers to the material that the containers are made from; this material must be ecologically acceptable (will not produce emissions or residues on incineration), include bio-hazard symbol, disposal instructions, safety advice, capacity indicator, fill line warnings, assembly instructions, re-order numbers and the information must be clearly printed in black on a yellow background.

Suitable sharps containers are rigid-walled, puncture-proof containers with tightfitting lids that prevent sharp objects, such as razor blades that may be contaminated with blood, from injuring another person. These containers can vary in size up from 1-litre containers. Disposal of sharps containers need occur only when the container is full, but before it is overflowing.

Immediately after use, the operator should:

- Not recap sharps.
- Place single-use sharps container that meets Australian Standards.
- Place multiple-use reusable sharp instruments into the container at the end of their useful life.
- Not force items into the container, so as to prevent injury.

Sharps containers should be placed a minimum of 1 metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with Environmental Protection Authority requirements.



4 Useful Links

Beauty Therapy - Infection Control

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries/beauty-therapy-infection-prevention>

Body Art and Tattoo - Infection Prevention and Control

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries/body-art-tattoo-businesses-infection-prevention>

Hairdressing and Make-Up Application - Infection Prevention and Control

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries/hairdressing-infection-prevention>

Infection Control Guidelines

<https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines>