



**Wyndham City Council**

PO Box 197

WERRIBEE VIC 3030

Ph: 03 9742 0777

[Wyndham City Council Website](#)

# Application to Register a Health Premises

Public Health & Wellbeing Act 2008

HLHB\_\_\_\_\_

**PROCESSING TIME: 10 WORKING DAYS**

Council Use Only	
Lodgement Date:	<input type="text"/>
Receipt Number:	
Lodgement Officer:	

## COUNCIL SPECIFIC INFORMATION

Please use this form to notify Wyndham City Council of your intent to register a Health Premises. Please note the registration is not official until Wyndham City Council has approved the application.

## BUILDING AND PLANNING REQUIREMENTS

**Prior to lodging this application you must consult with our Town Planning and Building Departments.**

Have you contacted Council's building department about this application:  YES  NO

Have you contacted Council's planning department about this application:  YES  NO

**IMPORTANT: YOU MUST OBTAIN WRITTEN CONSENT FROM OUR TOWN PLANNING DEPARTMENT BEFORE COMPLETING THIS FORM**

Have you obtained written consent from Council's planning department?  YES  NO

Type of consent provided by Town Planning

Letter (please attach a copy)

Consent entered on council system

Applicant Signature:

**To contact Building/Planning department please contact Wyndham City on 03 9742 0777**

## APPLICANT DETAILS

Fields marked with an asterisk (\*) are mandatory and must be completed

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

Company Name (if applicable)  
*Company name should end with Pty Ltd  
eg: Hair & Makeup Pty Ltd*

ABN\*

ACN (if applicable)

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

Are you the proprietor/business owner?  YES  NO

If you are not the proprietor/business owner you are required to fill out the next section

## PROPRIETOR/BUSINESS OWNER DETAILS

Fields marked with an asterisk (\*) are mandatory and must be completed

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

*\*If the proprietor/business owner is a company or association, specify name of person completing the application and authority (eg. Director of Company)*

Authority eg: Director of company

Company Name (if applicable)  
*Company name should end with Pty Ltd  
eg: Hair & Makeup Pty Ltd*

ABN\*

ACN (if applicable)

Street Address/Postal Address  \*Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

Primary Language spoken at the premises\* *(to assist with communication in the future)*

## SECONDARY CONTACT DETAILS

Please provide council with a secondary contact person who council can contact if business owner cannot be contacted

*Fields marked with an asterisk (\*) are mandatory and must be completed*

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

## PREMISES DETAILS

Business Trading Name

### PREMISES ADDRESS

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

### BUSINESS TYPE

Please select one of the following:

Home Business  Commercial Business  Mobile Business

### Mobile Hairdressers

*Please contact Council for details about registering a mobile hairdresser business*

**\*Please note: Mobile beauty therapy and mobile skin penetration businesses are not permitted**

Please select the business activity that your business conducts\* (Please select all those that apply)

- Hairdressing (low risk)
- Beauty Therapy (*please specify type of beauty therapy*)
  - Waxing/Threading (medium risk)
  - Nail Treatments (medium risk)
  - Ear Piercing (gun only) (medium risk)
  - Make Up (low risk)
  - Spray Tanning (low risk)
  - Laser Treatment (medium risk)
  - Eye lash extensions (medium risk)
  - Other (please specify)

- Skin Penetration (*please specify type of beauty therapy*)
  - Tattooing (high risk)
  - Cosmetic Tattooing (high risk)
  - Body Piercing (high risk)
  - Electrolysis (high risk)
  - Other (please specify)

**Please Note:** If you are **ONLY** conducting hairdressing or make up activities, you must complete the **Application to Register a Low Risk Health Premises Ongoing/One-off Registration form**.

**FOR INITIAL FEES CONTACT COUNCIL ON 03 9742 0738**

Fee:

Date Paid:

Receipt No:

**How to pay:**

By cash, cheque or credit card – if you know the fee to be paid, include payment when delivering the form by post, fax or in person. If you do not know the fee to be paid, Council will contact you after receiving the application and advise you of the fee and how to pay it.

*Please note: Once your premises is operating, you will be required to renew your registration on a yearly basis.*

**ACKNOWLEDGEMENT**

**I understand and acknowledge that:**

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

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s)

If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.

Applicant Signature

Print Applicant Name

Date

Applicant Signature

Print Applicant Name

Date

**LODGEMENT**

**If you intend to post or fax this form please use the details provided below:**

**Wyndham City Council**  
PO Box 197  
WERRIBEE VIC 3030

Ph: 03 9742 0777

Fax: 03 9742 6355

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

Website: [Wyndham City Council Website](http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy_policy)

**PRIVACY**

Your personal information is being collected by Wyndham City Council under the laws administered by Local Government. Your information will be stored in Council's Customer Database and used to deliver Council services to you in accordance with Council's Privacy Policy. For further information on how your personal information is handled, visit Council's Privacy Policy at

[http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy\\_policy](http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy_policy)