



2024-25

Beauty Premises Application Form

**Starting a beauty business**

# What permits do I need?

If you are starting a new beauty business or buying an existing beauty business, you will need to obtain certain permits from Wyndham City Council before you commence trading. Anyone undertaking any beauty treatments needs to be registered with their local Council under the *Public Health and Wellbeing Act 2008.*   
  
You may also require permits from Town Planning and Building in addition to a *Public Health and Wellbeing Act 2008* registration with the Public and Environmental Health Unit. Our Small Business Support Officer will assist you in determining whether you require permits from these departments.

# Is this form right for me?

If you are operating a beauty therapy business either from home or from a commercial store, use this form. Hair, beauty and skin penetration businesses must be registered with their local Council. This includes, but is not limited to; hairdressing, makeup application, hair removal, facials, tattooing, piercing, skin needling, colonic irrigation, scarification and so forth.   
  
If you are undertaking cosmetic injectables, massage, or are a Chinese Medicine practitioner this form is not right for you. Contact our Small Business Support Officer or your registering body for further information.

# Lodging your application

|  |  |  |
| --- | --- | --- |
| By email | In person | By mail |
| mail@wyndham.vic.gov.au | Wyndham City Council  45 Princes Hwy Werribee VIC 3030 8.00am to 4.00pm Monday to Friday | P.O Box 197  Werribee VIC 3030 |

If you need assistance, please call 1300 023 411 to speak with a Small Business Support Officer.  
Next steps

Our Small Business Support Officer will review your application and advise if we need further information.   
  
Once your application is lodged, we will send you an invoice for the registration fees. A fee schedule is attached at the end of this form for your reference.  
  
An Environmental Health Officer will contact you to book an initial site inspection within 10 working days after fee payment. If your premises is compliant upon inspection, your registration will be granted until the expiry date on the certificate. Yearly renewal fees and inspections will be applicable.

**Your details**

|  |  |  |
| --- | --- | --- |
| Applicant details | | |
| Is the applicant completing this form as the business owner, or are you completing the application on behalf of the owner? | Business owner  On behalf of owner  Insert role title: | |
| **Title** | Choose an item. | |
| **First Name(s)** |  | |
| **Surname** |  | |
| **Home/Office Phone Number** |  | |
| **Mobile Number** |  | |
| **Email Address** |  | |
| **Postal Address** |  | |
| Business owner details (if different to above) | | |
| **Title** | Choose an item. | |
| **First Name(s)** |  | |
| **Surname** |  | |
| **Home/Office Phone Number** |  | |
| **Mobile Number** |  | |
| **Email Address** |  | |
| **Postal Address** |  | |
| Business details | | |
| **Company name (if applicable)** *(Please include Pty Ltd.)* |  | |
| **Beauty Business Trading Name**  *(Name of the shop)* |  | |
| **Beauty Business Trading Address**  *(Address of business)* |  | |
| **Australian Business Number (ABN)** *(ABN* ***must*** *be provided if applicable)* |  | |
| **Australian Company Number (ACN)**  *(ACN* ***must*** *be provided if applicable)* |  | |
| **Primary language spoken at business** |  | |
| **Expected date for business to start operating** | Click or tap to enter a date. | |
| **Anticipated operating hours** |  | |
| Secondary contact (*if different to listed Business Owner)* | | |
| **Title** | Choose an item. | |
| **First Name(s)** |  | |
| **Surname** |  | |
| **Home/Office Phone Number** |  | |
| **Mobile Number** |  | |
| **Email Address** |  | |
| Declaration  *I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.* | | |
| Business Owner name | Signature | Date |
|  |  | Click or tap to enter a date. |
| Applicant name | Signature | Date |
|  |  | Click or tap to enter a date. |

**Transferring a beauty business**

Are you buying an existing registered beauty business and are looking to transfer their registrationinto your name? The current business owner must complete this section to confirm the transfer. To transfer a business successfully, you must submit the details of the current business owner (or owners if there is more than one), their signature and the proposed date of settlement.

Note: *Low-risk businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration.*

|  |  |  |
| --- | --- | --- |
| Current business owner details | Business owner #1 | Business owner #2 |
| **Title** | Choose an item. | Choose an item. |
| **First name** |  |  |
| **Surname** |  |  |
| **Company Name** *(must include Pty Ltd)* |  | |
| **Business trading name** *(Name of the shop)* |  | |
| **Trading Address** *(Address of the shop)* |  | |
| **Current registration number** *(e.g. HLHBXXXX/XX)* |  | |

By signing the declaration below, I provide authority and consent for Wyndham City Council to disclose business details, information and documents to the applicant.

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration | | | |
| Print business owner/director of company name | | Signature | Date |
|  | |  | Click or tap to enter a date. |
| Print business owner/director of company name | | Signature | Date |
|  | |  | Click or tap to enter a date. |
| *The application to transfer a registration must be submitted 15 business days prior to settlement.* | | | |
| Proposed settlement date | Click or tap to enter a date. | | |

**Risk classification & fees**

|  |  |  |  |
| --- | --- | --- | --- |
| RISK GROUP | EXAMPLES (NOT LIMITED TO) | TICK | FEE (**for new businesses a pro-rata fee may apply.)** |
| Low Risk | Hairdresser/barber |  | **$337** compulsory non-refundable plan assessment fee    +  **$418** ongoing registration fee |
| Makeup – applications of cosmetics that does not involve skin penetration or tattooing |  |
| Spray tans |  |
| Facials (steaming and cream application) |  |
| Eyebrow tinting |  |
|  | | | |
| Medium Risk | Hair removal (waxing, threading, epilation, laser hair removal) |  | **$337** compulsory non-refundable plan assessment fee    +  **$150** new registration fee   or;  **$312** registration transfer fee |
| Laser tattoo removal |  |
| Eyelash tinting |  |
| Eyelash extensions |  |
| Microdermabrasion |  |
| Manicures/pedicures |  |
| Ear piercing with a gun only |  |
|  | | | |
| High Risk | Body piercing or other skin penetration procedures including skin needling |  | **$337** compulsory non-refundable plan assessment fee  +  **$435** new registration fee  or;  **$312** registration transfer fee |
| Tattooing, including permanent or semi-permanent makeup or cosmetic tattooing |  |
| Dry needling |  |
| Colonic irrigation |  |
| Electrolysis |  |
|  | | | |
| Other treatments (fee TBD): | | | |
| Is your business a mobile business? Yes  No   ***Note:*** *Medium and high-risk businesses are not permitted to perform mobile procedures.* | | | |

**Further requirements**

Complete and attach the following items listed within your application submission. If you do not provide these, your registration may be delayed:

|  |  |
| --- | --- |
| Floor Plans  You must include a floor plan layout with your application so an Environmental Health Officer can assess your plans and provide a written assessment. These can be hand drawn or by a draftsperson and must show: | |
| * Surface finishes of all walls, floors, ceilings, and work areas – e.g., white tiles, gloss paint of light colour, stainless steel, floor coving. * Handwash basins. * Equipment washing sinks. * Hair wash basins. * Treatment/nail tables. | * Treatment chairs. * Toilet/vanity areas. * Sharps disposal location. * Equipment storage area. * Chemical storage area. * Lighting. * Shelving. |
| List of disposable equipment you will be using: | |
| List of reusable equipment you will be using: | |

Disclaimer – Wyndham City Council will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and Wyndham City Council Privacy Policy.