

# Apply to register your health or beauty business

## About this form

Use this form to register your health or beauty business with us.

## What you need

- Your business details, including your ABN.
- If you are not the proprietor of the business, the proprietor's details and authorisation.
- A list of the treatments you offer and equipment you will use.

When you submit your form, you must attach:

- A floorplan showing all rooms in your premises, location of sinks, toilets and basins, fittings and fixtures, surfaces and furniture including treatment tables and chairs. The floor plan can be hand drawn or prepared by a draftsman.
- If your business is a company, an extract of your company registration from ASIC.

## How to return this form

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

In person: Civic Centre, 45 Princes Highway, Werribee

By post: PO Box 197, Werribee, Victoria, Australia, 3030

## Payment

You must pay a fee before we issue permission. The fees are listed at the end of this form.

If you submit this form in person, you can pay at the Civic Centre.

If you are submitting this form by email or post, we will send you an invoice.

## More information

If you need help completing this form, call us on 1300 023 411.

We are open Monday to Friday from 8am to 5pm.

## Business owner details

<b>Name:</b>		
<b>Date of birth:</b>	DD/MM/YYYY	
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	<b>Street and number:</b>	
	<b>Suburb:</b>	
	<b>Postcode:</b>	

## Applicant details (if not the business owner)

<b>Name:</b>		
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	<b>Street and no:</b>	
	<b>Suburb:</b>	
	<b>Postcode:</b>	

## Business details

**Where will your business be based?**

- At a home
- At a commercial premises

**Is this a new business or are you taking over an existing business?**

- New
- Taking over an existing

**Trading name:**

**Legal name:**

**Business structure:**

- Sole trader
- Company
- Partnership

**ABN:**

**When will your business start operating?**

**What language is spoken in the business?**

## Health and beauty services

**Will deliver services from a fixed location, or mobile?**

Fixed location

Mobile

**List all the disposable equipment you will use in your business:**

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**List all the reusable equipment you will use in your business:**

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**Which low-risk services will you offer?**

Hairdressing

Spray tanning

Facials (steam and cream only)

Makeup application

Eyebrow tinting

**Which medium-risk services will you offer?**

- Hair removal (waxing, threading, epilation, laser hair removal)
- Laser tattoo removal
- Eyelash tinting
- Microdermabrasion
- Manicures and pedicures
- Ear piercing (with a gun only)

**Which high-risk services will you offer?**

- Body piercing or other skin penetration procedures, including skin needling
- Tattooing, including permanent or semi-permanent makeup or cosmetic tattooing
- Dry needling
- Colonic irrigation
- Electrolysis

**Describe any other services you offer that are not listed above:**

## Business owner declaration

**Declaration:**

- I am the person responsible for this business.
- I understand there are penalties for providing false or misleading information.
- The information in this application is true and complete, to the best of my knowledge.
- I have read and understood the fees that apply to this registration.

**Signature:**

**Date:**

## Applicant declaration

**Declaration:**

- I am authorised to complete this application on behalf of the business owner.
- I understand there are penalties for providing false or misleading information.
- The information in this application is true and complete, to the best of my knowledge.
- I have read and understood the fees that apply to this registration.

**Signature:**

**Date:**

## Privacy statement

We will collect and use your personal information (or personal information of those acting on your behalf) when we process your request.

We will store the information in our database and use it to identify you when you are communicating with us. We will also use your information and may share it with our contractors when we deliver services and information.

We may use your data to gather feedback through a survey, to assess your satisfaction with our service delivery.

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic). For more information about how your personal information is handled please visit our [Privacy Policy](http://www.wyndham.vic.gov.au) on our website at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)

## Fees

If you submit this form in person, you can pay at the Civic Centre. If you are submitting this form by email or post, we will send you an invoice.

Item	Fee
<b>Businesses offering low risk services</b>	
Plan assessment (compulsory for all registrations)	\$447
One-time registration fee for new premises	\$452
<b>Businesses offering medium risk services</b>	
Plan assessment (compulsory for all registrations)	\$447
Annual registration fee	\$208
Transfer an existing registration to a new business	\$111
Transfer inspection fee	\$312
<b>Businesses offering high risk services</b>	
Plan assessment (compulsory for all registrations)	\$447
Annual registration fee	\$470
Transfer an existing registration to a new business	\$111
Transfer inspection fee	\$312