

Higher Risk Personal Appearance Services Licence Application

Public Health (Infection Control for Personal Appearance Services) Act 2003

Please use blue or black pen and complete all details in full.

* indicates a mandatory field / section

Applicant Details

Note: The Applicant must be a Company or Proprietor. A Business Name cannot hold a licence.

Company Name ABN

Company Director Name

OR (Not both)

* Title * Surname * Given Names

Title Surname Given Names

* Postal Address

* Suburb State Postcode

Home Phone Work Phone * Mobile

Fax * Email Address

Higher Risk Personal Appearance Service Details

Address of Premises refers to the Physical address. For mobile premises, mark "N/A" and refer to the "Mobile Food Premises" section of this form.

* Business Name (ie Trading as) ABN

* Address of Premises

* Suburb State Postcode

Property description (Lot & RP)

* Contact Person

Home Phone Work Phone * Mobile

Fax * Email Address

Preferred Method of Contact Phone Email Post

* Type of Higher Risk Personal Appearance Service Carried Out

Please tick where applicable.

Body piercing (closed)

Body piercing (open)

Tattooing (cosmetic)

Tattooing (semi-permanent make-up)

Implanting natural or synthetic substances into a person's skin

Scarring or cutting a person's skin

Another skin penetration procedure (specify)

Mobile Higher Risk Personal Appearance Service

One licence is required (for each mobile premises) to operate throughout all of Queensland. Prior to operating in other Local Government Areas, a licensee must notify each Local Government prior to operating (s65 (2) of the Public Health (Infection Control for Personal Appearance Services) Act 2003.

Vehicle Description (eg. Caravan, etc)

Vehicle Make

Vehicle Model

Registration No

State/Territory of Registration

Street Address of where vehicle will be housed

Locality / Suburb

State

Postcode

Water Tank Capacity

Waste Water Tank Capacity

Water Tank Construction Materials

Water Tank Internal Lining

Is a backflow prevention device fitted?

Yes

Backflow prevention certification provided

Yes

Will water be supplied by a reticulated water supplier?

Yes

Please indicate where and when trade will occur:

* Infection Control Qualification

All higher risk personal appearance service operators in a licensable higher risk personal appearance service business are required to have an Infection Control Qualification.

Please attach the Infection Control Qualification Statement of Attainment for the required units of competency (HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments) by a Registered Training Organisation for all persons proposed to conduct a higher risk personal appearance service. If required, attach extra pages for additional operators.

Name of higher risk personal appearance service operator

Phone Number

Have you attached the Infection Control Qualification Statement of Attainment to this application?

Yes

Amendments

Complete only if applying for a Licence amendment. Please provide details of proposed amendments and attach extra pages if required.

Design Approval

Suitability of premises at which higher risk personal services are to be provided, requires the premises design and fit-out to comply with the Queensland Development Code, part MP 5.2 Higher Risk Personal Appearance Services. An application for a new premises or alteration to an existing premises (eg. construction, fit-out) must be accompanied by the following information:

Floor plan and elevations	1:50 scale	Site plan	1:100 scale
Hydraulic plan			

Please refer to Council's Design and Fit-out Guide to ensure compliance with the *Public Health (Infection Control for Personal Appearance Services) Act 2003* and Queensland Development Code, part MP 5.2 Higher Risk Personal Appearance Services.

Plans must be approved prior to the construction, fit-out or operation of a Higher Risk Personal Appearance Services.

It is recommended that a **'Pre-Lodgement Meeting'** is arranged prior to or simultaneously with the lodgement of the application, plans and fees. Please contact an Environmental Health Officer on 1300 005 872 to arrange.

* Reticulated Water

Queensland Development Code, part MP 5.2 Higher Risk Personal Appearance Services section A2, requires that reticulated water is used for the purpose of hand washing and instrument cleaning.

Please specify the source of water:

Reticulated water supply provided by Queensland Urban Utilities

Other (please specify)

Reticulated water not supplied by Queensland Urban Utilities will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).

Application Type

Please tick where applicable.

New licence applications require a Licence fee and Design Approval fee with submitted plans lodged prior to construction and operation. Refer to Council's website for the current Fees and Charges.

Licence – Higher Risk Personal Appearance Service	Fixed Premises for Higher Risk Personal Appearance Service
Design Approval – New or Alterations	All new fixed food premises and alterations to existing premises
Transfer of Licence	Transfer of Higher Risk Personal Appearance Service Licence
Amendment of Licence	Amendment to Higher Risk Personal Appearance Service Licence

Pro-rata licence fee will apply for applications made within 3 months (1 July) and 6 months (1 April) from 30 September (25% - 50% discount respectively).

***Suitability of Applicant**

Has the applicant ever had a licence refused, suspended or cancelled, or been convicted of an offence (other than a spent offence) under the Public Health (Infection Control for Personal Appearance Services) Act 2003, Health Regulation 1996 or a corresponding law?

No

Yes (attach full details)

*** Signature of Applicant/s**

I/We

certify that the information supplied is correct to the best of my knowledge, or that I could reasonably obtain.

Signature

Signature

(Individual or Corporation)

(Individual or Corporation)

Position

Date

Position

Date

The term of the licence will be until 30 September unless otherwise specified by applicant or Council (or unless cancelled or suspended).

Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by law, Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

Office Use Only

Date Paid

Receipt Number

Receipt to

10-6414-1001-41506

Return to

Environmental Health

Application Information & Checklist – Proposal for New Fit-Out or Alterations

You must lodge all documentation and fees, where applicable, otherwise additional information may be requested and this can delay the approval process.

Application for Higher Risk Personal Service

All new Personal Appearance Service licence applications require:

1. Relevant **Developmental Approval**.
2. **Building Approval** and **Plumbing Approval**.
3. Completed **application for Higher Risk Personal Appearance Service** (fixed and mobile premises).
4. **Plans** (including floor plans, site plans etc) showing up to date layout, equipment, sterilisation sinks, sharp disposal points etc, (refer Council's design and Fit-out guide and checklist of plans listed below).
5. Evidence of **Infection Control Qualification** for all higher risk personal appearance services operators.
6. **Reticulated water** from a water supply other than Queensland Urban Utilities will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).
7. Applications must be lodged with the **plans and application fees**.
8. Applications, plans and fees can be submitted in person at Council, by post or email.

Advice to Applicant

1. If you intend to, or already discharge trade waste to sewer system, contact **Queensland Urban Utilities**.

Design and Fit-Out Plans (Quick Guide)

Applicant
Check

1. Two copies of **Floor Plan** layout and dimensions of all equipment, benches, storage cupboards, location of staff personal items, hand wash basins, equipment washing sinks, cleaners sink, autoclave, door/window openings, chemical/cleaning equipment storage areas and capacity of the hot water unit etc. Details are to include finishes to the walls, floors and ceilings, heights of fixtures from floors and benches, junctions of walls and floors and lighting provisions. Scale 1:50
2. Two copies of **Cross Sections Plan** layout each drawn through separate areas of the preparation and customer service areas. Details are to include heights of fixtures from floors and benches, junctions of walls and floors. Scale 1:50
3. Two copies of **Site Plan** showing location of premises/shop in regards to other premises including waste water disposal point, waste storage area and staff toilets. Scale 1:100

Other required information:

1. **Reticulated water** from a water supply other than Queensland Urban Utilities will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).
2. **Infection Control Qualification** HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments. Provide a Statement of Attainment for the required units of competency by a Registered Training Organisation.
3. **Infection Control Guidelines for Personal Appearance Services** – provide evidence that a copy of the Infection Control Guidelines for Personal Appearance Services has been retained.
4. **Equipment Sterilisation Protocol** for all equipment to be used during the higher risk personal appearance services procedures.
5. **Tattoo Permit/Licence** under the *Tattoo Parlours Act 2013*.