

# HIGHER RISK PERSONAL APPEARANCE SERVICE BUSINESS APPLICATION, AMENDMENT OR TRANSFER

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

### APPLICATION TYPE

This form can be used for multiple application types in relation to Higher Risk Personal Appearance Service Businesses. You must determine the purpose of your application, which also determines the fee payable for the application. Please allow 40 days (subject to requests for information) for Council to decide an application.

- **New licence** where premises have not previously been approved or where a previous licence has lapsed.
- **New licence (existing premises operating under licence held by another party)** where you are taking over a business and plan to alter the premises or operation.
- **Amendment to licence** if you already hold the licence and intend on making alterations to the operation, eg changing processes, services, layout or structure/s.
- **Transfer of licence** only where you are taking over an existing licence. The premises must have a current licence, no changes to the operation must have occurred and you must obtain the current licence holders written consent.

<input type="checkbox"/>	New licence (new premises) complete parts A, B, C		
<input type="checkbox"/>	New licence (existing premises operating under licence held by another party) complete parts A, B and C	Existing licence number	
<input type="checkbox"/>	Amendment to licence complete parts A, B, C and D	Existing licence number	
<input type="checkbox"/>	Transfer of licence complete parts A, B, C and E	Existing licence number	

### PART A - APPLICANT / LICENSEE DETAILS

<b>Entity type</b> (a trading name or trustee cannot hold a licence)	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Sole trader (continue below)
<b>Corporation name</b>	
<b>Registered office address</b>	<b>Postcode</b>
<b>ACN / ABN</b>	

Note: The *Public Health (Infection Control Personal Appearance Services) Act 2013* requires a Corporation to provide its name and the names of the directors and the address of its registered office under the *Corporations Act*. Attach a complete listing of all directors or members of the management committee and registered office details for the organisation.

<b>Title</b>	<b>Surname</b>	<b>Given names</b>
<b>Residential address</b>		<b>Postcode</b>
<b>Postal address</b> (if different to above)		<b>Postcode</b>
<b>Email address</b>		
<b>Contact number (m)</b>		

## PART B - BUSINESS DETAILS

<b>Trading name</b>			
<b>Intended trade start date</b>			
<b>Contact person</b> (for business if not the applicant or if applicant is a corporation)		<b>Contact number (m)</b>	
<b>Email address</b> (for contact person if not the applicant or if the applicant is a corporation)			

### Skin penetration activities

Select the nature of the skin penetration activity

- Body piercing    Implanting    Scarring & cutting    Tattooing    Another skin penetration procedure

### Description of all activities


### Fixed premises

<b>Premises address</b>			<b>Postcode</b>	
<b>Legal description</b>	<b>Lot</b>		<b>Plan</b>	

### Mobile premises

<b>Vehicle make</b>		<b>Vehicle model</b>		
<b>Vehicle registration</b>		<b>Vehicle colour</b>		
<b>Address where vehicle housed/stored</b>				
<b>Legal description</b>	<b>Lot</b>		<b>Plan</b>	
<b>Address for inspection</b>	<i>Unless otherwise organised by an officer, all inspections (including annual inspections) will be undertaken at a Council facility within the Scenic Rim region.</i>			

## PART C - SUITABILITY OF PERSON / PREMISES

### Suitability of person

- Has the applicant<sup>1</sup> been (convicted) or found guilty of any of the following offences<sup>2</sup>:
- An indictable offence (drink driving and minor traffic offences are not indictable offences);
  - An offence against the *Public Health (Infection Control for Personal Appearance Services) Act 2003, Health Act 1937* or a corresponding law<sup>3</sup>;
  - An offence against the *Medicines and Poisons Act 2019*, the repealed *Health Act 1937* or another Australian or Foreign law regulating the same subject matter as that Act;
  - An offence relating to the provision of personal appearance services, against an Australian or Foreign law.
- Has the applicant<sup>1</sup> been refused a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, or a licence or registration under a corresponding law<sup>3</sup>;
- Has the applicant<sup>1</sup> held a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, or a licence or registration under a corresponding law<sup>3</sup>, that was suspended or cancelled;
- Has the applicant<sup>1</sup> had an application for the registration of an establishment refused under the Health Regulation 1996, part 15; or
- Has the applicant<sup>1</sup> had the registration of an establishment suspended or cancelled under the Health Regulation 1996, part 15.

## PART C - SUITABILITY OF PERSON / PREMISES (CONTINUED)

### Suitability of person (continued)

1 includes a corporation's director

2 you are not required to give details of convictions for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986* has expired and is not revived under section 11 of the Act

3 a 'corresponding law' is an Australian or Foreign law that provided, or provided, for the same matters as the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

**Note: If any of the above boxes are selected, please attach a full explanation to the application upon submission**

### Infection control competency

**Do all persons providing a Higher Risk Personal Appearance Service, have the required Infection Control competency?**

- Yes Attach copies of the Statement of Attainment issued by an accredited training provider for all persons providing the service e.g. HLTINF005 (Maintain infection prevention for skin penetration treatments).
- No You are not able to provide a Higher Risk Personal Appearance Service.

### Suitability of premises

Businesses providing *higher risk personal appearance services* need to ensure their premises comply with the building standards detailed in Part 5, MP 5.2 of the Queensland Development Code, refer to the website for the [building standards](#). This standard applies to places of business where *higher risk personal appearance services* are provided to the public as part of a *business transaction* to minimise the risk of infection in a place of business where *higher risk personal appearance services* are provided.

### Plan assessment/design requirements

Plans are required for any new premises where the activity has not been previously approved or where any alterations are proposed.

- One copy of all plans drawn to scale 1:100 or 1:200, with elevations and details no smaller than 1:50;
- All plans not larger than A3 and clearly legible to a draftsman quality;
- Floor plan showing all fittings, fixtures and equipment eg location of hand basin;
- Site plan showing location of site relation to surrounding land uses;
- Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans eg bench surface material and finishes of walls, floors and ceilings.

### Other approvals

Where your proposal involves new or altered structures etc, you may require planning, building and/or plumbing approval. It is your responsibility to ensure all relevant approvals are obtained. A licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* does NOT constitute approval of other aspects of your operation.

Have you considered the following:

<input type="checkbox"/>	<b>Tattoo Operator Licence</b> businesses wanting to give tattoos also need a Tattoo Operator Licence from the Office of Fair Trading (OFT). You will need both the tattoo operator licence and Council's higher risk personal appearance services licence to operate. You are encouraged to apply for the tattoo operator licence first, saving you time and money in the case you are not eligible. Contact the Office of Fair Trading on 13 74 68 or visit website <a href="#">Office of Fair Trading - Tattoo Operator Licence</a> to find out what is required.
<input type="checkbox"/>	<b>Planning</b> you will need to find out what your land use approvals are and if you require additional approval. Contact Council's Development Assessment and Engineering team to find out what is required.
<input type="checkbox"/>	<b>Building</b> you will require approvals for new buildings or changes to existing structures, tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation and a Certificate of Classification for the buildings/structures, etc. Contact Council's Building Services team or a private certifier to find out what is required.
<input type="checkbox"/>	<b>Plumbing</b> you will need to gain approval for any plumbing installations required for the skin penetration business. Contact Council's Plumbing Services team or a local plumber to find out what is required.
<input type="checkbox"/>	<b>Trade waste</b> you will need to obtain approval to release trade waste to the sewer and may have to install a great interceptor trap or similar which will require ongoing servicing. Contact Urban Utilities on 13 26 57 or visit website <a href="http://www.urbanutilities.com.au">www.urbanutilities.com.au</a> to find out what is required.

## PART D - AMENDMENT OF SKIN PENETRATION ACTIVITY

- Licensee details       Activities undertaken       Design & fit out       Other

Provide a brief description of the nature of the high risk personal appearance services activity and/or amendment/s to be undertaken. Application must be accompanied by the current Personal Appearance Services Business Certificate to facilitate the issue of the amended approval.

## PART E - TRANSFER OF LICENCE (TRANSFEROR - CURRENT LICENCE HOLDER)

<b>Title</b>		<b>Surname</b>		<b>Given names</b>	
<b>Title</b>		<b>Surname</b>		<b>Given names</b>	
<b>Trading name</b>					
<b>Contact number (m)</b>					
<b>Email address</b>					
<b>Transferor (current licence holder) Declaration</b> , I hereby consent to transfer this licence to the proposed transferee (applicant)					
<b>Transferor signature</b>				<b>Date</b>	
<b>Transferor signature</b>				<b>Date</b>	

## PAYMENT

### Is payment required?

- Yes Refer to Council's website for the [Register of Fees and Charges](#) and [Credit Card Authorisation Form](#) if not paying in person.
- No Non-profit organisation only, refer to Council's website for the [Register of Fees and Charges](#) (Appendix One Fee Concessions) and attach bona fide charitable or community organisation evidence.

## CHECKLIST - REQUIRED WITH APPLICATION

### Failure to submit completed / required documentation will mean your application may not be assessed

- Completed and signed application form. Ensure the application is completed in its entirety. Your higher risk personal appearances licence may be delayed and not approved if all necessary areas are not completed.
- Attached documentation relating to suitability of person/premises statements refer Part C. All the necessary accompanying information is to be provided (eg site plan detailing location of premises, floor plan to scale including materials, dimensions of all equipment, fixtures and fittings, details relating to surfaces, materials, cooking and ventilation equipment or vehicle registration etc).
- Attached copies of Infection Control competency (per person) refer Part C. You are required to provide the necessary training and competency information.
- Attached site plans (one set to scale) refer Part C.
- Correct fee/s paid or enclosed.

## CUSTOMER ACKNOWLEDGEMENT AND DECLARATION

I hereby apply for an approval to undertake the above mentioned activity. I certify that information I have provided is true, correct and subject to compliance by the applicant with the *Public Health (Infection Control for Personal Appearance Services) Act 2003* and Policy of the Scenic Rim Regional Council.

<b>Submitted by</b>			
<b>Signature</b>		<b>Date</b>	

## PRIVACY STATEMENT - IMPORTANT NOTICE

Scenic Rim Regional Council is collecting your personal information in order to process your request. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the *Information Privacy Act 2009* and will not be given to any other person or agency unless you have given permission or we are required by law.

## TO SUBMIT YOUR FORM TO COUNCIL

<b>By Mail</b>	Scenic Rim Regional Council PO Box 25, BEAUDESERT QLD 4285
<b>By Email</b>	<a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>
<b>In Person</b>	Beaudesert Customer Service Centre 82 Brisbane Street, Beaudesert Boonah Customer Service Centre 70 High Street, Boonah Tamborine Mountain Library & Customer Service Cnr Main St & Yuulong Rd, Tamborine Mountain

## OFFICE USE ONLY - PLUS CREATION

Legal Description	Property ID	Land ID	
Date	Amount paid \$	Receipt #	Cashier
Application #	<input type="checkbox"/> All required information attached		

L&C Admin