

ENVIRONMENTAL HEALTH SERVICES

Application for Personal Appearance Services Licence

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

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under *Public Health (Infection Control for Personal Appearance Service) Act 2003*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

Applications that are incomplete will not be accepted.

PART A Application Type

- ☐ **New Licence – assessment of application and licence**
- ☐ **Transfer of Licence**
→ Existing Licence Number
- ☐ **Amendment of licence with minor alterations to the premises**
→ Existing Licence Number

PART B Applicant Details

1 Applicant

Individual's full name

Title

Surname/Family Name

First Name

Middle Name

2 Business/Trading Name

3 ABN (Australian Business Number)

4 Contact number

5 Postal Address

6 Business details

Business phone number

Business fax number

Business mobile No.

Email

Receive your Annual Renewal Invoice via email?

☐ Yes

☐ No

If you choose yes, annual renewal invoices will be emailed. The email address you provide will be used to provide annual renewal invoices only and will not be updated on any other Council database or system.

PART C Details of business premises

☐ **Fixed Premises**

7 Street address including shop number

Unit No.	Street No.	Street	Suburb	Postcode

8 Real Property Description

Lot	Plan	Lot	Plan

☐ **Mobile Premises**

9 Street address including shop number

Unit No.	Street No.	Street	Suburb	Postcode

10 Real Property Description

Lot	Plan	Lot	Plan

PART D Development and Building Assessment

11 *Where your proposal involves new or altered structure you may require planning, building, plumbing or trade waste approvals. It is your responsibility to ensure all relevant approvals are obtained prior to operating.*

Contact the relevant departments via Councils Customer Service Centre to determine which approvals you need. If you have already obtained these approvals, please provide the reference numbers below:

☐ **Development Approval Number**

☐ **Building Approval (tenancy fit out) number**

☐ **Plumbing Approval Number**

☐ **Trade Waste Approval Number**

A licence under the *Public (Infection Control for Personal Appearance Services) Act 2003* does NOT constitute approval of other aspects of your operation.

PART E Infection control personnel and qualifications

12 Names of all persons conducting higher risk personal appearance services at the premises:

	Name	Competency/ies	Attainments attached
1			☐
2			☐
3			☐
4			☐

Competency standards:

- HLTINF005 – Maintain infection prevention for the skin penetration treatments **OR**
- HLTIN402C – Maintain infection control standards in office practice settings;
- HLTIN2A – Maintain Infections Control Standards in Office Practice Settings;
- HLTIN402B – Maintain infection Control in the Office Practice Setting.

13 Infection control

Australian Standards 4815:2006 requires sterilisers to undergo OQ, PQ, recommissioning or performance requalification's at least 12 monthly. Have you had your steriliser tested in the last 12 months?

- ☐ Yes → Please attach copies of the certificate from an accredited service department.
- ☐ No → You are not able to provide higher risk personal appearance services.
- ☐ N/A → Only single use equipment used.

PART F Higher Risk Personal Appearance Services

Give Details of the High Risk Personal Appearance Services undertaken at the premises.

- ☐ BB Glow Treatment
- ☐ Body piercing (other than closed ear or nose piercing. (E.g. navel, nipple, genital, tongue, cheek, lip, eyebrow, non-closed ear or nose))
- ☐ Botox, dermal fillers or any other cosmetic injectable
- ☐ Collagen induction therapy (CIT) or Direct needle therapy (ONT) or skin needling WITH implantation.
- ☐ Collagen injections
- ☐ Cosmetic tattooing (including the application of semi-permanent makeup)
- ☐ Ear pointing or modification (e.g. elf ears) and tongue forking or splitting.
- ☐ Hair transplantation that is not considered a health service (e.g. performed for aesthetic reasons)
- ☐ Implanting natural or synthetic substances into skin (e.g. hair or beads)
- ☐ Injection lipolysis or fat dissolving injections
- ☐ Mesotherapy or intradermal therapy that is not considered a health service (e.g. performed for aesthetic reasons)

- ☐ Microblading
- ☐ Microlipoinjection
- ☐ Platelet-rich plasma (PRP) therapy that is not considered a health service (e.g. 'vampire facials')
- ☐ Scaring or scarification (e.g. use of an instrument to cut or scar skin to make a permanent mark, pattern or design)
- ☐ Tattooing
- ☐ Tattoo removal (involving the use of liquid containing injectable products)
- ☐ Thread lift
- ☐ Other: _____

PART G Amendments to Existing Licence

14 Amendment(s) to current licence Give details of proposed amendments. Attach plans if necessary.

PART H Checklist

15 Completion Checklist *Required with this Application*

- ☐ Completed and signed application with prescribed fee
- ☐ 2 copies of plans, preferably not larger than A3 of the proposed premises with details e.g. bench surface material, location of hand wash basin etc. should be included.
- ☐ Copies of Infection Control Qualifications
- ☐ Copy of latest calibration certification
- ☐ Attachment relating to suitability statements if answering "yes" to the Declarations below.

Do you have a licence issued in accordance with *Tattoo Parlours Act 2013*

☐ Yes ☐ No ☐ N/A

Note: *The Tattoo Parlour Act 2013 passed into law on October 2013. This sets up a licensing system for tattoo operators and Tattooists only from 1 July 2014, you must have a licence to operate as a tattooist issued by the Office of Fair Trading. For further information www.fairtrading.qld.gov.au/regulated-sectors/tattoo/licence*

PART I Declaration & Signature

16 Applicant suitability statement, declaration and signature

Have any of the applicants ever been found guilty of an offence against the *Public Health (Infection Control for Personal Appearance Services) Act 2003* or a corresponding Australian or foreign law?

- ☐ Yes → Please provide details in an attachment.
☐ No

Have any of the applicants previously held a Higher Risk Personal Appearance Service Licence that was suspended, cancelled or refused?

- ☐ Yes
☐ No → Please provide details in an attachment

I/We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to matters relevant to this application.

I am aware that it is an offence to knowingly provide false or misleading information.

Full Name of Signatory

Position of Signatory e.g. Owner, Manager

Signature and date

 / /20

APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: ceo@bundaberg.qld.gov.au – scanned copy with signatures only
By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
By Fax: 07 4150 5410 – with signatures only
In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
 - Childers Service Centre, 45 Churchill Street, Childers
 - Gin Gin Service Centre, 4 Dear Street, Gin Gin

BUNDABERG REGIONAL COUNCIL USE ONLY			
ENVIRONMENTAL HEALTH SERVICES			
Entered by H&R Admin			
Licence Number		Total Amount Payable	
CUSTOMER SERVICE			

Receipt Number		Date Paid	
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