

## APPLICATION FORM

### PUBLIC HEALTH AND WELLBEING ACT PREMISES

Please **COMPLETE** the section below and return this application together with the fee payable to Hume City Council, Public Health Unit, 1079 Pascoe Vale Rd, Broadmeadows, 3047.

2. Two [2] copies of your Premises Plans. **(Please turn over the back for description of plans to be provided)**
3. A copy of your Building and Planning Permits

#### DETAIL SELECTION:

<b>Applicants Name (s)</b>	Given Name:	Surname:	
<b>Applicants Postal Address</b>			
	Suburb:		Postcode
<b>Trading name of business</b>			
<b>Address of Premises</b>			
	Suburb:		Postcode:
<b>Contact Details:</b>	Phone	Mobile:	
	Email	ABN:	

#### ACCOMODATION ONLY

<b>Number of Beds/Sites: (For Prescribed Accommodation and Caravan Parks Only).</b>	
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#### TYPE OF PREMISES:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Beauty Therapy                       | <input type="checkbox"/> Hairdressing                                   | <input type="checkbox"/> Accommodation  | <input type="checkbox"/> Colonic Irrigation |
| <input type="checkbox"/> Tattoo<br>(Incl. Cosmetic Tattooing) | <input type="checkbox"/> Low Risk Beauty<br>(Make-up or Threading only) | <input type="checkbox"/> Skin Penetration<br>(Incl. Piercings, Skin micro-needling) |   |

#### SIGNATURE

**Print Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_

The signing officer must state his/her position of authority in the case of a corporate or unincorporated body of persons, (e.g. Company or Partnership).

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### PAYMENT DETAILS

FEE TYPE	OFFICE USE ONLY [Cashier Information]	FEE PAYABLE
Health Act - Application Fee Form	Ledger Number: GL 1000 1 64117	<b>\$235.00</b>
Office use only	Receipt No:	Paid Date

## PREMISES PLANS

1. Application must be accompanied by two (2) copies of plans for the proposed premises showing the proposed Use for each room. Plans must be:

- a) Drawn to scale.
- b) Of a scale of not less than 1:100.
- c) Accompanied by specifications for materials and finishes for all surfaces including floors, walls and bench tops

2. Plans must show:

### Hair/Beauty/Skin Penetration

- All treatment areas
- Hand wash basin
- Cleaning area and equipment sink
- Equipment storage areas
- The layout of all fixtures, fittings and equipment
- Surfaces finishes of the proposed premises e.g. work station, floor, wall and ceiling finishes

### Prescribed Accommodation

- All bedrooms and beds
- Kitchens, lounge-rooms and other shared facilities
- The number and location of all toilets, showers, bath and hand basins.
- Waste disposal and storage areas

## METHODS OF PAYMENT

BY MAIL	PERSONAL PAYMENT by Cheque, Cash or EFTPOS						
<ul style="list-style-type: none"><li>• Make cheques payable to <b>Hume City Council</b> and crossed "Not Negotiable".</li><li>• Mail payment to:  <b>Public Health Unit</b> Hume City Council P.O. Box 119 DALLAS 3047</li></ul>	<p>Present notice intact to Cashier at:</p> <table><tr><td><b>Broadmeadows Office</b> 1079 Pascoe Vale Rd BROADMEADOWS.</td><td><b>Office Hours</b> Monday to Friday 8.15 a.m. – 4.45 p.m.</td></tr><tr><td><b>Craigieburn Office</b> Craigieburn Global Learning Centre 75-95 Central Park Ave CRAIGIEBURN.</td><td></td></tr><tr><td><b>Sunbury Office</b> 40 Macedon St SUNBURY.</td><td></td></tr></table>	<b>Broadmeadows Office</b> 1079 Pascoe Vale Rd BROADMEADOWS.	<b>Office Hours</b> Monday to Friday 8.15 a.m. – 4.45 p.m.	<b>Craigieburn Office</b> Craigieburn Global Learning Centre 75-95 Central Park Ave CRAIGIEBURN.		<b>Sunbury Office</b> 40 Macedon St SUNBURY.	
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<b>Sunbury Office</b> 40 Macedon St SUNBURY.							

## PLANNING AND BUILDING PERMITS

Also required is a copy of your Planning and Building Permits with this application. If you do not require a Planning Permit, then a letter stating a permit is not required from the Planning Department must be submitted with this application.

## PRIVACY STATEMENT

Council collects the personal information on this form so that it may register your premises in accordance with the Public Health and Wellbeing Act 2008. This personal information is used by Council and may be disclosed to the Department of Health (Vic) in connection with the administration and enforcement of the Public Health and Wellbeing Act 2008, but will not be disclosed to anyone else unless required to by law. Access and correction of this personal information can be made via the Public Health Unit on (03) 9205 2200.

# HumeLink

Hume City Council's  
multilingual telephone information service.  
General enquiries: Telephone 9205 2200

للمعلومات باللغة العربية

9679 9815

معلومات باللغة العربية

9679 9809

Za informacije na bosanskom

9679 9816

Za informacije na hrvatskom

9679 9817

Για πληροφορίες στα ελληνικά

9679 9818

Per avere informazioni in italiano

9679 9819

Za informacije na srpskom

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Para información en español

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Türkçe bilgi için

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Muốn biết thông tin tiếng Việt

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For other languages...

9679 9824

