

## 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]	<b>TOTAL FEE PAYABLE</b>
<b>Health Act - Application Fee Form</b>	Ledger Number: GL 1000 1 64117	<b>\$245.00</b>
<b>Office use only</b>	<b>Receipt No:</b>	<b>Paid Date</b>

**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:                             <p style="margin-left: 40px;"><b>Public Health Unit</b> Hume City Council P.O. Box 119 DALLAS 3047</p> </li> </ul>	<p>Present notice intact to Cashier at:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> <p><b>Broadmeadows Office</b> 1079 Pascoe Vale Rd BROADMEADOWS.</p> <p><b>Craigieburn Office</b> Craigieburn Global Learning Centre 75-95 Central Park Ave CRAIGIEBURN.</p> <p><b>Sunbury Office</b> Sunbury Global Learning Centre 44 Macedon St SUNBURY.</p> </td> <td style="width: 40%; vertical-align: top; padding-left: 20px;"> <p><b>Office Hours</b> Monday to Friday 8.15 a.m. – 4.45 p.m.</p> </td> </tr> </table>	<p><b>Broadmeadows Office</b> 1079 Pascoe Vale Rd BROADMEADOWS.</p> <p><b>Craigieburn Office</b> Craigieburn Global Learning Centre 75-95 Central Park Ave CRAIGIEBURN.</p> <p><b>Sunbury Office</b> Sunbury Global Learning Centre 44 Macedon St SUNBURY.</p>	<p><b>Office Hours</b> Monday to Friday 8.15 a.m. – 4.45 p.m.</p>
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**PLANNING AND BUILDING PERMITS**

Also required is a copy of your Planning and Building Permits with this application. Please contact Council’s Planning Department on (03) 9205 2200 or [StatutoryPlanningSupport@hume.vic.gov.au](mailto:StatutoryPlanningSupport@hume.vic.gov.au) to discuss if you require any permits to run your business.

**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.

 <p>Hume City Council's multilingual telephone information service. <b>General enquiries: Telephone 9205 2200</b></p>	<table style="width: 100%; border: none;"> <tr> <td>للمعلومات باللغة العربية</td> <td><b>9679 9815</b></td> <td>Türkçe bilgi için</td> <td><b>9679 9822</b></td> </tr> <tr> <td>معلومات باللغة العربية</td> <td><b>9679 9809</b></td> <td>Muốn biết thông tin tiếng Việt</td> <td><b>9679 9823</b></td> </tr> <tr> <td>Za informacije na bosanskom</td> <td><b>9679 9816</b></td> <td>For other languages...</td> <td><b>9679 9824</b></td> </tr> <tr> <td>Za informacije na hrvatskom</td> <td><b>9679 9817</b></td> <td></td> <td></td> </tr> <tr> <td>Για πληροφορίες στα ελληνικά</td> <td><b>9679 9818</b></td> <td></td> <td></td> </tr> <tr> <td>Per avere informazioni in italiano</td> <td><b>9679 9819</b></td> <td></td> <td></td> </tr> <tr> <td>За информације на српском</td> <td><b>9679 9820</b></td> <td></td> <td></td> </tr> <tr> <td>Para información en español</td> <td><b>9679 9821</b></td> <td></td> <td></td> </tr> </table>	للمعلومات باللغة العربية	<b>9679 9815</b>	Türkçe bilgi için	<b>9679 9822</b>	معلومات باللغة العربية	<b>9679 9809</b>	Muốn biết thông tin tiếng Việt	<b>9679 9823</b>	Za informacije na bosanskom	<b>9679 9816</b>	For other languages...	<b>9679 9824</b>	Za informacije na hrvatskom	<b>9679 9817</b>			Για πληροφορίες στα ελληνικά	<b>9679 9818</b>			Per avere informazioni in italiano	<b>9679 9819</b>			За информације на српском	<b>9679 9820</b>			Para información en español	<b>9679 9821</b>			
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