

## APPLICATION FORM

### PUBLIC HEALTH AND WELLBEING ACT PREMISES

**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; or email to [healthadmin@hume.vic.gov.au](mailto:healthadmin@hume.vic.gov.au) and

- Provide **TWO** [2] copies of your Premises Plans. (**Refer to page 2 of this form for description of plans to be provided**)
- A copy of your Building and Planning Permits

**IMPORTANT NOTE:** This is an application form and fee **ONLY** – your business is **NOT** registered or able to operate after submitting this form. A health officer will contact you within **10 business days** to speak with you regarding the next steps of the registration process.

#### 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:	

#### ACCOMMODATION ONLY

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

- ☐ Beauty Therapy

☐ Hairdressing

☐ Accommodation

☐ Colonic Irrigation

☐ Tattoo  
(Incl. Cosmetic Tattooing)

☐ Low Risk Beauty  
(Make-up, Spray tan or Henna only)

☐ Skin Penetration  
(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]	TOTAL FEE PAYABLE
Health Act - Application Fee Form	Ledger Number: GL 1000 1 64117	<b>\$280.00</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** (To request an invoice, please email your application form to: [healthadmin@hume.vic.gov.au](mailto:healthadmin@hume.vic.gov.au))

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> Sunbury Global Learning Centre 44 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> Sunbury Global Learning Centre 44 Macedon St SUNBURY.	
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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.

# HumeLink

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

للمعلومات باللغة العربية

معلومات باللغة العربية

Za informacije na **bosanskom**

Za informacije na **hrvatskom**

Για πληροφορίες στα **ελληνικά**

Per avere informazioni in **italiano**

Za informacije na **srpskom**

Para información en **español**

**9679 9815**

**9679 9809**

**9679 9816**

**9679 9817**

**9679 9818**

**9679 9819**

**9679 9820**

**9679 9821**

**Türkçe** bilgi için

Muốn biết thông tin tiếng **Việt**

For other languages...

**9679 9822**

**9679 9823**

**9679 9824**

