Beauty Treatment Premises Guidance  
  
*October 2023*

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Permits

A person conducting a personal care and body art business (including hairdressing, beauty parlour work, colonic irrigation, tattooing, ear piercing or any other processes involving the penetration of the skin), must register their business with Council. To register your beauty business, you will need to complete the following:

1. **Check if you need a Planning Permit and/or Building Permit**. Prior to making an application you need to obtain all relevant Planning and Building Permits.  If a Planning or Building Permit is required, do not commence any work on the premises until you have received the required permits.
2. **Determine the scope of your beauty premises**. Beauty businesses in Wyndham are registered based on their risk level, i.e. low, medium, and high risk. Examples of risk classifications are in this guidance document.
3. **Submit the Beauty Business Application Form to Council**.
4. **Pay the registration fee** or the transfer of business fee as applicable. The registration fee will need to be paid prior to any further processing of your application.
5. **An Environmental Health Officer will contact you to book an inspection** of the beauty premises. Please allow a minimum of 10 working days to process the application after payment and to schedule an inspection.

Legislation and policies

Infection prevention and control is important so that you do not transmit a disease or infection to yourself or your clients. There may be industry-specific guidelines or codes of practice that you should adhere to as well. The relevant legislation and guidelines are listed below:

* [Public Health and Wellbeing Act 2008](https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/062)
* [Public Health and Wellbeing Regulations 2019](https://www.legislation.vic.gov.au/in-force/statutory-rules/public-health-and-wellbeing-regulations-2019/025)
* [Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries](https://www.health.vic.gov.au/infectious-diseases/hair-beauty-tattooing-and-skin-penetration-industries)

Risk classifications

Wyndham classifies beauty businesses into three categories depending on the risk of communicable diseases. Your business will either be registered as a low, medium, or high-risk business. You must display a scope of registration for the class of business you operate, if you wish to change registration risk types, contact us to discuss further.

The following procedures are not registerable by Council:

* Cosmetic injectables
* Massage
* Chinese medicine board practitioners

The table below shows registerable procedures in each risk category:

|  |  |  |
| --- | --- | --- |
| **Low** | **Medium** | **High** |
| * Hairdressing * Spray tanning * Facials - application of creams etc and steam only * Makeup application * Eyebrow tinting | * Hair removal (waxing, threading, epilation, laser hair removal) * Laser tattoo removal * Eyelash tinting * Eyelash extensions * Microdermabrasion * Manicures/pedicures * Ear lobe piercing with a gun * Teeth whitening | * Tattooing * Piercing * Colonics * Skin needling * Electrolysis * Microblading * Wet cupping |

Mobile beauty premises

Low-risk procedures may be registered with Council as mobile businesses, that is, travelling from one location to another to conduct beauty therapy.

Mobile hairdressers and mobile beauty therapists must register their “principal place of business” but are exempt from any requirement to register *every* premises on which they conduct their business. For example, a hairdresser that goes into people’s homes, is not required to register every home where they conduct hairdressing, only their principal place of business i.e. their own home. You will still be required to demonstrate how you will maintain hygienic practices upon inspection.

**Medium and high-risk businesses are not permitted to conduct mobile procedures.**

Floors, walls and ceilings

Structural finishes need to be appropriate for the activities conducted on the beauty premises. They should be finished with an impervious, durable material suited to the work process and be constructed without cracks or open joints. They should also be:

* Able to be cleaned effectively.
* Made of a non-porous material.

Carpet or other flooring that cannot be cleaned and mopped appropriately is not permitted. Rough plaster and exposed brick are not appropriate finishes for walls and ceilings.

Hand washing facilities

The *Public Health and Wellbeing Regulations 2019* require beauty businesses to ensure they have hand washing facilities located in an accessible area for staff to use. Hand basins are required in each area that a beauty treatment is being conducted.

A hand basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels must be installed in an immediate procedure area. An appropriate splashback should be provided behind plumbing fixtures. A hand basin must also be installed in the procedure area, particularly if skin penetration procedures are performed.  
  
Where skin penetration procedures are performed, the hand basin should be hands free (for example, foot operated, electronically controlled or knee operated). Elbow operated taps are not recommended.

In establishments where hairdressing only takes place, a hair wash basin with hot and cold running supplied through a single outlet equipment may also be used for washing hands.

Equipment washing sinks

If your business reprocesses instruments and equipment, you must provide an area dedicated to this task. The reprocessing area can be a separate room or a dedicated part of a treatment area.

The equipment processing area should have two sinks: a ‘dirty’ sink for washing and a ‘clean’ sink for rinsing washed reusable instruments and equipment.  
In addition to the hand and hair washing facilities in a beauty therapy business, a separate double bowl sink with hot and cold running water supplied through a single outlet (hot water not less than 70ºC) should be located in the cleaning area for instruments and equipment washing.

Equipment cleaning sinks should not be used for purposes other than cleaning reusable instruments and items, for example, tea and coffee making or hand washing. If you require a personal sink for tea or coffee, this must be installed separately.



Plumbing must conform to the requirements of the Plumbing Industry Commission (Victoria) and Standards Australia. These include:

Australian Standard/New Zealand Standard (AS/NZS) 3500.1:2003 Plumbing and drainage - Water services.

AS/NZS 3500.2:2003 Plumbing and drainage - Sanitary plumbing and drainage

AS/NZS 3500.4:2003 Plumbing and drainage - Heated water services.

Hot water installations should have sufficient capacity for the business being undertaken.

Premises may include other plumbing fixtures beside the hand basin such as that used for general cleaning.

Disinfecting and sterilising

All instruments or equipment that are used during a beauty treatment **must** be clean and sanitary. The best way to clean and disinfect is usually my manual cleaning, that is, washing and disinfecting by hand. Disinfectants can be **therma**l or **chemical**. Examples of both of these are available in the Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries.

If you are reusing items that have pierced the skin barrier, you **must** sterilise these before using them on another person. This is usually achieved through the use of a steam steriliser or autoclave. You will be required to demonstrate how you use the autoclave to meet the requirements upon initial inspection.

Linen

Paper towel, paper strips or clean linen are recommended and must be changed between clients.

Soiled linen, towels and protective clothing should be placed in a washable, leak-proof receptacle and laundered using hot water (70-80ºC) and detergent. All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.

Waste and sharps

All general waste, such as paper and powdered pigments, should be placed into a plastic bag-lined washable bin with a close-fitting lid marked "general waste'. General waste can be disposed via normal refuse collections. Bins should be regularly emptied and washed. Clinical and related waste, such as blood-stained swabs, cotton wool and gloves, must be placed into a plastic bag-lined washable bin with a close-fitting lid marked 'infectious waste' and disposed of according to Environmental Protection Authority requirements.

The Environmental Protection Authority has requirements for the management of clinical and related waste.

Sharps are considered clinical waste. Sharps used for skin penetration such as needles, must be handled carefully during procedures to avoid need stick injuries and the possible transmission of blood-borne diseases. Sharps containers must comply with:

AS 4031:1992 Non reusable containers for the collection of sharp medical items used in health care areas

AS 4031:1992/Amdt 1 Non reusable containers for the collection of sharp items used in health areas

AS/NZS 4261:1994 Reusable containers for the collection of sharp items used in human and animal medical applications.

Suitable sharps containers are rigid-walled, puncture-proof containers with tight fitted lids that prevent sharp objects, such as razor blades that may be contaminated with blood, from injuring another person. These containers can vary in size up from one litre containers. Disposal of sharps containers need occur only when the container is full, but before it is overflowing. Immediately after use, the operator should:

not recap sharps

place single-use sharps into a sharps container that meets Australian standards

place multiple-use reusable sharp instruments into the container at the end of their useful life

not force items into the container, so as to prevent injury.

Sharps containers should be placed a minimum of one metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with EPA requirements. Arrange for container to be removed by a contractor licensed with the EPA. All liquid waste may be disposed of via the sewer, provided the local water authority has given prior permission. Plumbing must meet regulations. All liquid waste must be diluted well during disposal, via the running of four times the amount of cold water through the system at the same time.

Records

If you are doing tattooing, body piercing or any other skin penetration procedure, you need to **write down** the name, address and telephone number of each client. You do not need to do this for ear piercing or dry needling.

You should also include:

* the date of the procedure
* the type of procedure, including what jewellery was provided and where on the body it was used
* the completed consent form
  + sterilisation records of the equipment you used.

You should keep records at your business for at least **12 months** following the date of the procedure.

Contact us

Email:

[mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)

In person:  
Wyndham City Council Civic Centre (9am – 4pm Monday to Friday)

45 Princes Highway, WERRIBEE VIC 3030

Telephone:

1300 023 411

Translating and interpreting services:  
**Phone:** 131 450 (within Australia)  
**Phone:** +613 9268 8332 (outside Australia)  
**Website:** [www.tisnational.gov.au](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tisnational.gov.au%2F&data=05%7C01%7CFiona.Phipps%40wyndham.vic.gov.au%7C0b72596466544611291a08db92eac142%7Cccedce2eab9f4e51bb3d3c6e2171f03e%7C0%7C0%7C638265309202291932%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bm1CL0Q7g9W4VtgNRHm0lj%2Ff%2F%2F88HkNTpmNDKFi2h4g%3D&reserved=0)

### National Relay Service:

### TTY users phone 133 677 and then ask for 1300 023 411 Speak and Listen (speech-to-speech relay) users phone 1300 555 727 then ask for 1300 023 411 Internet relay users connect to the NRS (relayservice.com.au) and then ask for 1300 023 411