



2024-25

Beauty Premises Application Form

Starting a beauty business

What permits do I need?

If you are starting a new beauty business or buying an existing beauty business, you will need to obtain certain permits from Wyndham City Council before you commence trading. Anyone undertaking any beauty treatments needs to be registered with their local Council under the *Public Health and Wellbeing Act 2008*.

You may also require permits from Town Planning and Building in addition to a *Public Health and Wellbeing Act 2008* registration with the Public and Environmental Health Unit. Our Small Business Support Officer will assist you in determining whether you require permits from these departments.

Is this form right for me?

If you are operating a beauty therapy business either from home or from a commercial store, use this form. Hair, beauty and skin penetration businesses must be registered with their local Council. This includes, but is not limited to; hairdressing, makeup application, hair removal, facials, tattooing, piercing, skin needling, colonic irrigation, scarification and so forth.

If you are undertaking cosmetic injectables, massage, or are a Chinese Medicine practitioner this form is not right for you. Contact our Small Business Support Officer or your registering body for further information.

Lodging your application

By email	In person	By mail
mail@wyndham.vic.gov.au	Wyndham City Council 45 Princes Hwy Werribee VIC 3030 8.00am to 4.00pm Monday to Friday	P.O Box 197 Werribee VIC 3030

If you need assistance, please call 1300 023 411 to speak with a Small Business Support Officer.

Next steps

Our Small Business Support Officer will review your application and advise if we need further information.

Once your application is lodged, we will send you an invoice for the registration fees. A fee schedule is attached at the end of this form for your reference.

An Environmental Health Officer will contact you to book an initial site inspection within 10 working days after fee payment. If your premises is compliant upon inspection, your registration will be granted until the expiry date on the certificate. Yearly renewal fees and inspections will be applicable.

Your details

Applicant details	
Is the applicant completing this form as the business owner, or are you completing the application on behalf of the owner?	<input type="checkbox"/> Business owner <input type="checkbox"/> On behalf of owner Insert role title:
Title	Choose an item.
First Name(s)	
Surname	
Home/Office Phone Number	
Mobile Number	
Email Address	
Postal Address	
Business owner details (if different to above)	
Title	Choose an item.
First Name(s)	
Surname	
Home/Office Phone Number	
Mobile Number	
Email Address	
Postal Address	
Business details	
Company name (if applicable) <i>(Please include Pty Ltd.)</i>	
Beauty Business Trading Name <i>(Name of the shop)</i>	
Beauty Business Trading Address <i>(Address of business)</i>	

Australian Business Number (ABN) <i>(ABN must be provided if applicable)</i>		
Australian Company Number (ACN) <i>(ACN must be provided if applicable)</i>		
Primary language spoken at business		
Expected date for business to start operating	Click or tap to enter a date.	
Anticipated operating hours		
<i>Secondary contact (if different to listed Business Owner)</i>		
Title	Choose an item.	
First Name(s)		
Surname		
Home/Office Phone Number		
Mobile Number		
Email Address		
<i>Declaration</i> <i>I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.</i>		
<i>Business Owner name</i>	<i>Signature</i>	<i>Date</i>
		Click or tap to enter a date.
<i>Applicant name</i>	<i>Signature</i>	<i>Date</i>
		Click or tap to enter a date.

Transferring a beauty business

Are you buying an existing registered beauty business and are looking to transfer their registration into your name? The current business owner must complete this section to confirm the transfer. To transfer a business successfully, you must submit the details of the current business owner (or owners if there is more than one), their signature and the proposed date of settlement.

Note: *Low-risk businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration.*

Current business owner details	Business owner #1	Business owner #2
Title	Choose an item.	Choose an item.
First name		
Surname		
Company Name <i>(must include Pty Ltd)</i>		
Business trading name <i>(Name of the shop)</i>		
Trading Address <i>(Address of the shop)</i>		
Current registration number <i>(e.g. HLHBXXXX/XX)</i>		

By signing the declaration below, I provide authority and consent for Wyndham City Council to disclose business details, information and documents to the applicant.

Declaration		
Print business owner/director of company name	Signature	Date
		Click or tap to enter a date.
Print business owner/director of company name	Signature	Date
		Click or tap to enter a date.
<i>The application to transfer a registration must be submitted 15 business days prior to settlement.</i>		
Proposed settlement date	Click or tap to enter a date.	

Risk classification & fees

RISK GROUP	EXAMPLES (NOT LIMITED TO)	TICK	FEE (for new businesses a pro-rata fee may apply.)
<u>Low Risk</u>	Hairdresser/barber	<input type="checkbox"/>	\$337 compulsory non-refundable plan assessment fee + \$418 ongoing registration fee
	Makeup – applications of cosmetics that does not involve skin penetration or tattooing	<input type="checkbox"/>	
	Spray tans	<input type="checkbox"/>	
	Facials (steaming and cream application)	<input type="checkbox"/>	
	Eyebrow tinting	<input type="checkbox"/>	
<u>Medium Risk</u>	Hair removal (waxing, threading, epilation, laser hair removal)	<input type="checkbox"/>	\$337 compulsory non-refundable plan assessment fee + \$150 new registration fee or; \$312 registration transfer fee
	Laser tattoo removal	<input type="checkbox"/>	
	Eyelash tinting	<input type="checkbox"/>	
	Eyelash extensions	<input type="checkbox"/>	
	Microdermabrasion	<input type="checkbox"/>	
	Manicures/pedicures	<input type="checkbox"/>	
	Ear piercing with a gun only	<input type="checkbox"/>	
<u>High Risk</u>	Body piercing or other skin penetration procedures including skin needling	<input type="checkbox"/>	\$337 compulsory non-refundable plan assessment fee + \$435 new registration fee or; \$312 registration transfer fee
	Tattooing, including permanent or semi-permanent makeup or cosmetic tattooing	<input type="checkbox"/>	
	Dry needling	<input type="checkbox"/>	
	Colonic irrigation	<input type="checkbox"/>	
	Electrolysis	<input type="checkbox"/>	
Other treatments (fee TBD):			
Is your business a mobile business? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Note: Medium and high-risk businesses are not permitted to perform mobile procedures.			

Further requirements

Complete and attach the following items listed within your application submission. If you do not provide these, your registration may be delayed:

Floor Plans

You must include a floor plan layout with your application so an Environmental Health Officer can assess your plans and provide a written assessment. These can be hand drawn or by a draftsman and must show:

- Surface finishes of all walls, floors, ceilings, and work areas – e.g., white tiles, gloss paint of light colour, stainless steel, floor covings.
- Handwash basins.
- Equipment washing sinks.
- Hair wash basins.
- Treatment/nail tables.
- Treatment chairs.
- Toilet/vanity areas.
- Sharps disposal location.
- Equipment storage area.
- Chemical storage area.
- Lighting.
- Shelving.

List of disposable equipment you will be using:

-

List of reusable equipment you will be using:

-

Disclaimer – Wyndham City Council will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and Wyndham City Council Privacy Policy.