

HAIR, BEAUTY & SKIN PEN REGISTRATION FINAL APPROVAL CHECKLIST



The following items must be completed before you are granted registration with Council under the *Public Health & Wellbeing Act 2008*.

PREMISES

The requirements for your premises may differ depending on the classification and risk-level of activities carried out

- ☐ All works completed (no tradesmen should be onsite)
- ☐ Premises appropriately cleaned and sanitised
- ☐ All equipment operational (sterilisers and industry specific equipment)
- ☐ Floors, walls, ceilings and furniture constructed of a smooth, durable, and impervious material capable of being effectively cleaned
- ☐ All hand wash basins have an adequate supply of warm water, liquid soap and paper towel
- ☐ Equipment sink for cleaning equipment and instruments
- ☐ Adequate storage for separately storing clean linen, soiled linen and personal effects
- ☐ Hot water and cold water available to all sinks
- ☐ Appropriate laundering facilities or professional laundering service
- ☐ An EPA approved sharps container and clinical related waste bin (if applicable)

CLEANING EQUIPMENT

- ☐ Cleaning chemicals available onsite. e.g. 60% v/v isopropyl alcohol, 70% w/w ethyl alcohol, 80% v/v ethyl alcohol. If equipment/instruments are not single-use and are suitable for re-processing, staff must be able to demonstrate how they are cleaned and re-processed (refer to guidelines below).
- ☐ Cleaning equipment available onsite (mops, buckets, sponges, measuring devices).

SUPPORT DOCUMENTATION

- ☐ Scope of Registration, display the Department of Health approved notice about the scope of registration in a prominent position at the entry to the premises.
- ☐ Client Information Sheets, Department of Health approved information to be given to clients about the risks and safeguard associated with the process (tattooing, ear piercing, body piercing or other skin penetration procedures).
- ☐ Certificate of Compliance – Plumbing, a compliance certificate is issued by a licensed plumber to certify the work they carry out complies with the relevant plumbing standards, codes and regulations. Only a licensed plumber may issue a compliance certificate

INFECTION PREVENTION AND CONTROL GUIDELINES

- ☐ Please review the [Infection prevention and control guidelines](#) for hair, beauty, tattooing and skin penetration industries.

OTHER COUNCIL PERMITS

You are responsible for ensuring that all other applicable Council permits have been obtained including:

- ☐ *Planning Permit* – Change of use, parking waiver etc. Please contact Council's Planning Unit on Ph. 9433 3111 if you require further information.
- ☐ *Building Permit* - Change of use, final inspection for occupancy permit. Please contact Council's Building Unit on Ph. 9433 3243 if you require further information.
- ☐ *Footpath Trading Permit* – Display goods, A-frame signs. Please contact Council's Community Safety Team on Ph. 9433 3111 if you require more information.

FINAL APPROVAL

Complete the Registration Application Form and pay the registration fee prior to the final inspection and return to health.services@nillumbik.vic.gov.au

Following a satisfactory final inspection and the Authorised Officer is satisfied that all requirements have been met, you will receive a final inspection report and a Food Act Registration Certificate will be issued.

Environmental Health

T 9433 3340

health.services@nillumbik.vic.gov.au