One set of plans must be submitted and drawn to a scale not less than 1:100. The plans should clearly show the premises layout, fixtures, fittings, and equipment. For Council to properly assess your plans it is recommended that the plans be prepared by a draftsman or a similarly qualified person. Hand drawn plans will only be accepted if the plans are drawn to the specifications as above.

Please be aware that this plans assessment is only be conducted under the *Public Health and Wellbeing Act 2008*. Plans may be required to be submitted to Council’s Planning and Building Departments to obtain the relevant permits.

|  |  |
| --- | --- |
| **Fee (22/23 financial year):** | $307.00 |

**APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Please tick one of the following to indicate the operational structure of the business:   |  | | --- | | Sole trader  Partnership  Company  Incorporated association | | | |
| **Name of applicant:** |  | |
| **Trading name:** |  | |
| **ABN/ACN:** |  | |
| **Applicant’s contact details:** | Phone: | Mobile: |
| Email: | |
| **Business address:** |  | |
| **Postal address:** |  | |
| **Premises type:** | Beauty (eg. nail salon, waxing, ear piercing) | |
| Hairdressing only | |
| Tattooist and skin penetration (eg. cosmetic tattooing, other piercings, dry needling, microblading) | |
| Accommodation (eg. motel, rooming house, bed and breakfast) | |
| **Wastewater:** | Sewer Septic | |
| **Water supply:** | Mains water Tank water | |

**SITE PLAN CHECKLIST**

|  |  |
| --- | --- |
| **Use the below checklist to ensure your plans includes the following details (if they are applicable to your business)** | |
| Handwash basin | Equipment storage |
| Equipment washing sinks | Hair wash basins |
| Chemical storage area | Toilets |
| Treatment/nail tables | Treatment chairs |
| Ventilation areas | Sharps disposal locations |
| Surface finishes of all walls, floors, ceiling, and work areas (eg. white tiles, gloss paint in a light colour) | |

**REGISTRATION CHECKLIST**

|  |
| --- |
| I have contacted all of the following before submitting this application to the Environmental Health Team:  **Council’s Statutory Planning Department:** new/existing permits, change of use.  **Council’s Building Department:** fit out of proposed structural changes.  **Council’s Community Safety Department:** A-frame signage. |

**DECLARATION**

I understand and acknowledge that upon paying the registration fee for this premise that:

* The information provided in this application is true and complete to the best of my knowledge, and;
* The application forms a legal document and penalties exist for providing false or misleading information.
* I have attached the plans to enable a formal assessment to be undertaken.

|  |  |  |
| --- | --- | --- |
| **Applicant signature:** |  |  |
| **Name:** |  |  |
| **Date:** |  |  |

For payments, Council will generate an invoice after receiving your application. Please be aware that invoices can take up to 5 business days to be generated. Once you have received your invoice, payment can be made via the following options:

* Post bill pay
* B-pay
* Cheque
* Over the phone with Council’s Customer Service on 5366 7100
* In person at one of the Council offices (Ballan, Darley, or Lerderderg Library)

**PRIVACY STATEMENT**  
*Your personal information is being collected by Moorabool Shire Council for the purpose of registering your public health business as required the Public Health and Wellbeing Act 2008. Your information will be stored in the Health Manager database and will be used solely by Council for this purpose or a related secondary purpose unless in accordance with the provisions of the Privacy and Data Protection Act 2014. For rooming houses, we may disclose your personal information to third parties, such as Consumer Affairs Victoria (CAV) for registration purposes. For all other businesses, this information will be used to identify you when communicating with Council and for the delivery of services and information. Failure to provide some or all of this information may result in your application not being processed. Requests for access and/or correction should be made to Council’s Privacy Officer. For further information on how your personal information is handled, refer to Council’s Privacy Policy at* [*www.moorabool.vic.gov.au*](http://www.moorabool.vic.gov.au/)*.*