

Authorising provisions - Public Health (Infection Control for Personal Appearance Services) Act 2003

Higher risk personal appearance service includes body piercing, tattooing, scarring or cutting the skin to make a permanent mark and implanting synthetic substances into the skin.

If you have any specific enquiries regarding how to complete this form please contact council's Healthy Places Unit. Contact number listed at bottom of page 1.

Application type	Complete parts	Licence no
<input type="checkbox"/> New licence – assessment of application and licence	All except 9	Customer Contact - load new application
<input type="checkbox"/> Amendment of licence	5, 9, 11, 12, 13 & other parts relevant to variation	Applicant - note licence no
<input type="checkbox"/> Transfer of licence	All except 3, 4, 5, 6 & 9	Applicant - note licence no

1. Applicant (Licensee) details

A. Name of corporation, business or incorporated association	ACN / ABN no
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B. Name/s of applicants, directors or management committee members

Name 1	Title	Surname	Given names
	Residential address		
Name 2	Title	Surname	Given names
	Residential address		

Please attach an additional sheet if there are more than two applicants.

2. Business details

Trading name	Opening/settlement date	
Postal address (for licence correspondence)		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address	Fax	
Proposed opening date		
Previous trading name (new licensee only)		

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

3. Premises details

Fixed premises

Lot no	Plan no	Property No	Shop no	Street no
Street		Suburb	Postcode	

Mobile operations

Vehicle details	Make	Model	Registration no
Garaging address	Street no	Street	Postcode
	Suburb		

4. Development & building assessment

Where your proposal involves new or altered structures you may require planning, building, plumbing or trade waste approvals. It is your responsibility to ensure all relevant approvals are obtained prior to operating. Contact the relevant departments via council's Customer Service Centre to determine which approvals you need. If you have already obtained these approvals, please provide the council reference numbers below:

- Development approval number: _____
- Building approval (tenancy fit-out) number: _____
- Plumbing approval number: _____
- Trade waste approval number: _____

A licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* does NOT constitute approval of other aspects of your operation.

5. Premises operation and fit-out

Two copies of layout plans, sectional elevations and hydraulic plans of the premises or vehicle to be drawn to a scale of not less than 1:100 are to be submitted for approval. Such plans must satisfy the performance criteria and acceptable solutions specified in the Queensland Development Code, MP 5.2 - Higher Risk Personal Appearance Services. A copy of MP 5.2 is available at <http://www.dip.qld.gov.au/building/current-and-draft-parts.html>

Required details in plans to include:-

- Dirty/contaminated zone with utensil cleaning sink
- Location of instrument washers and sterilisers
- Clean zone with hand wash basin
- Location of all benches, beds, equipment trolleys, storage cupboards, etc
- Finishes and materials of surfaces of floors, walls, ceiling, benches and cupboards
- Location of internal and external waste storage

You must also incorporate the operational requirements of the Infection Control Guidelines for Personal Appearance Services which is available at http://www.health.qld.gov.au/legislation/reviews/pers_appr/ICGuid1.pdf

Required information to include:-

- Specifications of instrument washers and sterilisers
- Specifications of hand wash basin (internal dimensions, type of tap) and clean sink (internal dimensions, hot and cold water)
- Infection Control Plans (e.g. methods of sterilisation and cleaning)
- Method of waste collection and disposal for both general waste and sharps
- Storage for soiled and clean linen and proposed cleaning methods

For changes to existing premises, please provide one copy of the existing floor plan and two copies of the proposed floor plan.

6. Higher risk activity details

Activity(s) to be conducted at your premises – please tick

- Tattooing
- Semi-permanent Make-up
- Body Piercing
- Skin implanting (beads, hair) / other
- Other skin penetration activity e.g. scarring, cutting, etc

7. Infection control personnel and qualifications

Names of all persons conducting higher risk personal appearance services at the premises:

	Name	Competency/ies achieved – see below	Statement of attainments attached
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>

Competency standards:

- HLTIN2A – Maintain Infection Control Standards in Office Practice Settings; OR
- HLTIN402B – Maintain Infection Control in Office Practice Settings.

Please Note:

People who personally provide higher risk personal appearance services must achieve either or both of the above competency standards. These competencies are approved by the Ministerial Council for Vocational & Technical Education. Business proprietors of higher risk services must ensure people they employ or use to provide services achieve these competency standards prior to providing higher risk personal appearance services.

8. Applicant suitability statement

Have you ever been convicted or found guilty of an indictable offence, other than a spent conviction?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Have you ever held a licence under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> , or a licence or registration under the <i>Health Act 1937</i> or a corresponding law that was suspended, cancelled or refused?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Have you ever been convicted or found guilty of an offence against the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> , the <i>Health Act 1937</i> or a corresponding Australian or foreign law?	<input type="checkbox"/> Yes* <input type="checkbox"/> No

*Provide details and circumstances for ALL applicants, including individuals, executive officers of corporations, or members of incorporated association's management committee.

9. Amendment of licence

Please attach details of your request:

Please note that depending on the nature of your request, further information or application(s) may be required. If this is the case, you will be contacted and advised of these requirements.

10. Existing licensee details – transfer applications only – to be completed by existing licensee

I/We being the current holder(s) of the licence, the particulars of which are set out in this application form, hereby consent to the transfer of that licence to the persons described above.

Existing licence no		Date licence current to	
Trading name on licence			
Licensee name(s)			
Date of settlement	Phone	Mobile	
Signature			Date

11. Fees – the term of licence will be until 31st July 2015 (unless cancelled or suspended)

Category - please tick	Plan assessment fee	Licence fee	Total fee
<input type="checkbox"/> New licence	\$400.00	\$400.00	\$800.00
<input type="checkbox"/> Amendment of licence	N/A	N/A	\$320.00
<input type="checkbox"/> Transfer of licence	N/A	N/A	\$110.00

12. Checklist

	Applicant	Customer Contact
2 copies of plans attached	<input type="checkbox"/>	<input type="checkbox"/>
Applicant suitability supporting information attached (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant parts completed, signed and correct fee enclosed	<input type="checkbox"/>	<input type="checkbox"/>

13. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

I/We hereby make application to conduct a personal appearance service under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* as set out in this application form and attached documentation.

I am/We are aware that I/we must ensure that any person providing a higher risk personal appearance service must have the required infection control qualifications.

	Name	Signature	Position, eg director, manager	Date
Name 1				
Name 2				

OFFICE USE ONLY

<input type="checkbox"/> New skin penetration licence				Charge Type	Checklist completed (part 12)
<input type="checkbox"/> Amendment of licence					
<input type="checkbox"/> Transfer of licence					
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No