

APPLICATION FOR NEW PERSONAL CARE AND BODY ART BUSINESS ASSESSMENT

PUBLIC HEALTH AND WELLBEING ACT 2008

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



Under the Public Health and Wellbeing Act 2008 all personal care and body art businesses must be registered with their local council. To begin the registration process with the City of Melbourne, please complete and submit this form.

We strongly recommend submitting floor plans for assessment to ensure your proposed works comply with the Public Health and Wellbeing Regulations 2019. This helps your business meet legislative requirements when fitting-out your premises and avoid costly changes or delays after construction, which can affect your registration approval.

ARE PLANS BEING SUBMITTED? (please ✓)

- Yes**
Plans assessed in 15 business days.
Please submit your plans with this form
- No**
City of Melbourne will contact you to discuss your application and organise an onsite assessment after submitting this form.

See payment section for fee applicable

WOULD YOU LIKE A PRIORITY SERVICE? (please ✓)

- Yes**
- No**

Priority service in 5 business days for fee of \$580. Please submit your plans via email to health@melbourne.vic.gov.au

The 5 or 15 business day timeframe is for your plans to be assessed or the initial on-site assessment to be completed. This does not include the approval of registration.

Note: The priority service timeframe will commence on receipt of payment

PREMISES DETAILS

Address of Project

Trading name of business

PROPRIETOR DETAILS

Proprietor's Name

Proprietor's Phone No. Email

APPLICANT DETAILS

Applicants Name(s)

Applicants Postal Address

Postcode

ABN Email

Phone Mobile

Applicant involvement Owner/Proprietor Builder Architect

Other (please specify)

Signature (applicant)

Print Name Date

REGISTRATION TYPE (please ✓) New Premises Alterations to existing premises registered with City of Melbourne

Registration No.

PERSONAL CARE AND BODY ART PROCEDURES (please ✓) Hairdressing/barbering Tattooing Beauty Therapy Applying cosmetics Cosmetic tattooing Facial or body treatment Spray tan Ear piercing Laser/IPL Eyelash tinting Body piercing/modifications Microdermabrasion Temporary make up Dry needling Tattoo removal Manicure Derma rolling (micro-needling) Eyelash extensions Pedicure Other skin penetration Waxing Artificial nails Electrolysis Foot spas Colonic irrigation Other procedures

Please complete the table on page 3 for each area of the premises. Each area must be labelled with the same name that appears on the plans. All sinks and hand basins must also be clearly designated on the plans.

Refer to examples.

EXAMPLE 1

Area:	<input type="text" value="Beauty Room 1"/> (include cleaning areas and general areas)
Processes conducted:	<input type="text" value="Manicure, Pedicure, Waxing, IPL"/>
Floor:	<input type="text" value="Linoleum"/>
Wall:	<input type="text" value="Plasterboard painted with washable paint"/>
Ceiling:	<input type="text" value="Plasterboard painted with washable paint"/>
Hand basins:	<input type="text" value="One hands-free hand basin"/> (state whether hands-free)
Single sinks:	<input type="text" value="None"/>
Double sinks:	<input type="text" value="None"/>

EXAMPLE 2

Area:	<input type="text" value="Wash up area"/> (include cleaning areas and general areas)
Processes conducted:	<input type="text" value="Washing equipment"/>
Floor:	<input type="text" value="Tiles"/>
Wall:	<input type="text" value="Tiles"/>
Ceiling:	<input type="text" value="Plasterboard painted with washable paint"/>
Hand basins:	<input type="text" value="None"/> (state whether hands-free)
Single sinks:	<input type="text" value="None"/>
Double sinks:	<input type="text" value="One"/>

COMPLETE THE FOLLOWING

AREA 1

Area:
(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:
(state whether hands-free)

Single sinks:

Double sinks:

AREA 2

Area:
(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:
(state whether hands-free)

Single sinks:

Double sinks:

AREA 3

Area:
(include cleaning areas and general areas)

Processes conducted:

Floor:

Wall:

Ceiling:

Hand basins:
(state whether hands-free)

Single sinks:

Double sinks:

LODGEMENT DETAILS**✉ EMAIL**

health@melbourne.vic.gov.au

✉ POST

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

FOR ENQUIRIES

Call (03) 9658 9658 or visit

[Register your personal care and body art business](#)

PAYMENT DETAILS

Please tick service required

Personal Care and Body Art Business	
<input type="checkbox"/> Standard service	\$290.00
<input type="checkbox"/> Priority service	\$580.00

ONLINE PAYMENTS

Upon submission of your completed form, you will receive a secure online payment link via email. Payment can then be made online by credit card only.

Priority service begins only after payment is received. Once paid, your application will proceed.

FURTHER INFORMATION**Plans:**

When submitting plans, they should:

- be drawn to scale of not less than 1:100
- show the layout of all fixtures, fittings and equipment, including all sinks and hand basins
- show the proposed finishes of floors, walls, ceilings and benchtops etc.
- show all the treatment areas and what each area will be used for. The name given to each treatment area must be consistent with page 3 of this Application form.

One of our environmental health officers will inspect the premises to check the fixtures and fittings are suitable for your business.

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au