

# APPLICATION FOR TRANSFER OF REGISTRATION PUBLIC HEALTH AND WELLBEING ACT 2008

## PERSONAL CARE AND BODY ART BUSINESS

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



The Public Health and Wellbeing Act 2008 requires all personal care and body art businesses to be registered with their local council. If you take over an existing premises, you must ensure the premises has a current registration and complete this form to apply to transfer the registration of the premises into your company, partnership or individual name before you take over its operation

Personal Care and Body Art business includes; beauty therapy, hairdressing, tattooing, skin penetration, applying cosmetics, colonic irrigation and any other business that poses a risk to public health.

### PREMISES DETAILS

Trading Name of Business	<input type="text"/>	Registration No.	<input type="text"/>
Address of Food Premises	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
ABN/ACN	<input type="text"/>		
Premises Phone No.	<input type="text"/>		

### PROPRIETOR DETAILS - TO BE COMPLETED BY THE NEW PROPRIETOR

A **proprietor** must be a registered company (Pty Ltd), an individual/sole trader or a partnership. A trust is unable to be a registered proprietor of a food business.

#### IF REGISTERING AS A COMPANY

Company Name	<input type="text"/>			
Company Contact	Given Names	<input type="text"/>	Family Name	<input type="text"/>
Position	<input type="text"/>			
Postal Address	<input type="text"/>			
	<input type="text"/>	Postcode	<input type="text"/>	
Mobile	<input type="text"/>	Phone	<input type="text"/>	
Email	<input type="text"/>			

#### IF REGISTERING AS A SOLE TRADER/PARTNERSHIP

Given Names	<input type="text"/>	Family Name	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>		
Mobile	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

**REGISTRATION TYPE** (please ✓)

- Periodic registration** (annual): Applies to most personal care and body art businesses. Once you are registered, you will be required to renew your registration each year.
- Ongoing registration** (once-off): For eligible businesses that only provide hairdressing and/or temporary make-up services.

**PROCEDURES TO BE CONDUCTED** (please ✓ all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hairdresser/barbering | <input type="checkbox"/> Tattooing                      | <input type="checkbox"/> Beauty therapy           |
| <input type="checkbox"/> Applying cosmetics    | <input type="checkbox"/> Cosmetic tattooing             | <input type="checkbox"/> Facial or body treatment |
| <input type="checkbox"/> Spray tan             | <input type="checkbox"/> Ear piercing                   | <input type="checkbox"/> Laser/IPL                |
| <input type="checkbox"/> Eyelash tinting       | <input type="checkbox"/> Body piercing/modifications    | <input type="checkbox"/> Microdermabrasion        |
| <input type="checkbox"/> Temporary make-up     | <input type="checkbox"/> Dry needling                   | <input type="checkbox"/> Tattoo removal           |
| <input type="checkbox"/> Manicure              | <input type="checkbox"/> Derma rolling (micro-needling) | <input type="checkbox"/> Eyelash extensions       |
| <input type="checkbox"/> Pedicure              | <input type="checkbox"/> Other skin penetration         | <input type="checkbox"/> Waxing                   |
| <input type="checkbox"/> Artificial nails      | <input type="checkbox"/> <input type="text"/>           | <input type="checkbox"/> Other procedures         |
| <input type="checkbox"/> Foot spas             | <input type="checkbox"/> Colonic irrigation             | <input type="text"/>                              |

**TO BE COMPLETED BY THE NEW BUSINESS OWNER**

Signature (applicant)

Print Name  Date

Signature (applicant)

Print Name  Date

Where the applicant is a company, the signature must be of an authorised officer of that company.

**TO BE COMPLETED BY THE CURRENT REGISTERED BUSINESS OWNER**

Signature (applicant)

Print Name  Date

Company Name

Position in Company  Contact Phone No.

Signature (applicant)

Print Name  Date

Company Name

Position in Company  Contact Phone No.

Where the applicant is a company, the signature must be of an authorised officer of that company.

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**PAYMENT DETAILS**

(please ✓ applicable)

<b>Personal Care and Body Art Business</b>	
Transfer of Registration fee	<b>\$165.00</b>

**ONLINE PAYMENTS**

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

Once payment is received your application will progress.

**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

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**FURTHER INFORMATION****Transfer of business**

If you take over an existing premises, you must:

- ensure the premises has a current registration; and
- apply to transfer the registration of the premises into your company, partnership or individual name before you take over its operation

You may want to apply for a property enquiry to have an existing business checked by an Environmental Health Officer if you're thinking of buying it.

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](http://melbourne.vic.gov.au)