

APPLICATION FORM

HIGHER RISK PERSONAL APPEARANCE SERVICE LICENCE

PURPOSE OF FORM: This form will be used to process your application for Higher Risk Personal Appearance Services

IMPORTANT INFORMATION

- In order to make an application for, and to operate a Higher Risk Personal Appearance Service, you may need to hold a current tattoo operator licence and/or tattooist licence from the Office of Fair Trading under the *Tattoo Industry Act 2013*. You are unable to make an application to Council without this licence/s. Please attach a copy of the applicable licence/s to this application.
 For further information in relation to this matter, please contact Council's Environmental Health Section on **1300 79 49 29**.
- In order to operate a Higher Risk Personal Appearance Service, you **MUST** also hold a current infection control qualification - HLTINF005—Maintain infection prevention for skin penetration treatments. Alternatively the former qualifications: HLTIN2A, HLTIN402B, HLTIN402C are acceptable. You are unable to make an application to Council without this qualification. Please attach a copy of the certificate to this application.

Application for: New Application Transfer of Licence Amendment of Licence

For applicable fees and charges, please refer to page 3 of this Application Form.

Section 1 – Applicant's Details *(Complete for Individual Applicant/s OR Registered Entity/Company only)*

Individual Applicant's Name: Surname:	Given Name/s:
OR Registered Entity/Company Name:	ABN/ACN:
Contact Name:	Position in Company:
Residential/Registered Company Address:	
Postal Address <i>(if different to above)</i> :	
Telephone:	Mobile:
Facsimile:	Email:

Section 2 – Convictions & Prior Offences

Please complete all questions below by circling the relevant Yes or No answer.

Has the applicant been convicted (or found guilty) of any of the following offences:

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|--|-----|----|
| ● An indictable offence (drink driving and minor traffic offences are not indictable offences) | Yes | No |
| ● An offence against the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> or a corresponding law | Yes | No |
| ● An offence against the <i>Health Act 1937</i> or an Australian or foreign law regulating the same subject matter as the Act. | Yes | No |
| ● An offence, relating to the provision of personal appearance services, against an Australian or foreign law. | Yes | No |

Has the applicant held a licence under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> , or a licence or registration under a corresponding law, which was suspended or cancelled?	Yes	No
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Has the applicant been refused a licence under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> , or a licence or registration under a corresponding law?	Yes	No
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Has the applicant had an application for the registration of an establishment refused under the <i>Health Regulation 1996</i> ?	Yes	No
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Has the applicant had the registration of an establishment suspended or cancelled under the <i>Health Regulation 1996</i> ?	Yes	No
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If you answered 'YES' to ANY of the above questions, you must attach a full explanation of the circumstances

Section 3 – Premises Details

Please select all applicable higher risk personal appearance services to be provided and provide any additional information/services in the space provided below.

- Tattooing Cosmetic Tattooing Body Piercing
- Microdermabrasion/Skin Needling/Electrolysis Cosmetic Enhancement/Implants
- Other- Please specify: _____

Section 4 – Premises Details

Please indicate they type of premises and complete the relevant section.

- Fixed Premises Only Mobile Premises Only Multiple Premises Other

Fixed Premises Only:

Business Trading Name: _____

Name of Premises: _____

Street address of Premises: _____

Lot Number: _____ Plan Number: _____ Parish: _____

Business hours contact number: _____

Mobile Premises Only:

Business Trading Name: _____

Description of the premises (e.g. vehicle, caravan details): _____

Vehicle Registration Number: _____ VIN Number: _____

Address where the mobile premises may be inspected: _____

Multiple Premises:

Provide Details for Additional Fixed Premises

Business Trading Name: _____

Name of Premises: _____

Street address of Premises: _____

Lot Number: _____

Business hours contact number: _____

Provide Details for Additional Mobile Premises

Business Trading Name: _____

Description of the premises (e.g. vehicle, caravan details): _____

Vehicle Registration Number: _____ VIN Number: _____

Address where the mobile premises may be inspected: _____

Section 5 – Sterilisation

State the method of disposal for sharps: _____

State the type of autoclave used: _____
(Attach a copy of the latest calibration Certificate to this application)

Section 6 – Attachments

Please attach the following documentation to this application:

- Copy of current tattoo operator licence and tattooist licences from Office of Fair Trading under the *Tattoo Industry Act 2013* for all persons performing body art tattooing. (Note: This is not applicable for some PAS applications (e.g. cosmetic tattooing).
- Copy of infection control qualification certificates for all higher risk personal appearance service providers.
- Copy of latest calibration certificate for all sterilisation equipment. (Note: not required for single use equipment)
- Floor and elevation plans drawn to a scale of 1:50 of the proposed fit-out of the premises, including layout and details of finishes of all fittings, fixtures and equipment (i.e. benches, hand washing facilities, cleaning sinks etc.).

For assistance on fit-out specifications, refer to the Qld Development Code, Part 5.2 – Higher Risk Personal Appearance Services.

Section 7 – Declaration

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth Department in regards to any matters relevant to this application.

Signature of Applicant: _____ Date: _____

Applicable Fees and Charges:

The following fees apply to an Application for a new Higher Risk Personal Appearance Services Licence:

- **Application Fee**- this fee applies to the lodgement and assessment of the Application and one inspection* prior to opening (Final Inspection); and
- **Annual Licence and Inspection Fee**- this fee applies to the issuing of a licence/approval for the stated term and all routine inspections* to be undertaken during the period for which the licence/approval is valid.
(An Application for a new Higher Risk Personal Appearance Services Licence must be accompanied by the Application Fee AND the Annual Licence and Inspection Fee).

*Please note: any additional follow-up inspections undertaken to verify compliance may incur an additional inspection fee.

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council's website.

OFFICE USE ONLY

Date: CSO Initials:	Amount Paid \$	Receipt Number:	Application Number: PAS-
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