

Personal Appearance Service Licence Application Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under section 58 of the *Public Health (Infection Control for Personal Appearance Services) Act 2003*. Tattoo parlour information may be given to the Department of Justice and Attorney General who administer the *Tattoo Parlours Act 2013*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.



This form is to be used when applying for a licence to provide higher risk personal appearance services. The application must be submitted with the relevant fee and business details. Please refer to the Personal Appearance Services Factsheet for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

| Applicant Details | | | |
|--|--------|---|----------|
| Applicant name: <i>(if partnership or company)</i> | | ABN: | |
| Applicant name: <i>(if individual)</i> | | | |
| First | Middle | Last | |
| Residential address: <i>(if individual)</i> | | | |
| Street number and name | City | State | Postcode |
| Postal address <i>(if different)</i> : | | | |
| Preferred contact number: | | Email: | |
| Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan) | | | |
| <i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i> | | | |
| Company Details | | | |
| Registered office address: <i>(if company)</i> | | | |
| Street number and name | City | State | Postcode |
| Postal address: | | | |
| Company director/s name: | | | |
| Contact name: | | | |
| Preferred contact number: | | Email: | |
| Business Details | | | |
| Business type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary | | Premises type: <input type="checkbox"/> Fixed <input type="checkbox"/> Mobile | |
| Trading name: | | | |
| Description of higher risk personal appearance services: <i>(tattooing, piercing, cosmetic tattooing etc)</i> | | | |
| Manager/s name: | | | |
| Manager/s contact number: | | Email: | |

| | | | |
|------------------------|------------|-----------------|----------------------------|
| OFFICE USE ONLY | Date: | CSO: | Information checked: Y / N |
| | Amount: \$ | Receipt number: | Licence number: |

Fixed Premises

Fixed premise address:

Street number and name City State Postcode

Lot number:

Plan number:

Floor area (m²):

Do you have current approvals? Yes No

Development approval number:

Building approval number:

Plumbing and drainage approval number:

Mobile Premises

Location where mobile premise can be inspected:

Floor area (m²):

Vehicle registration number:

Registered vehicle owner:

Vehicle type: (car, van, trailer, caravan)

Vehicle make:

Vehicle model:

Person Providing Higher Risk Personal Appearance Service Details *(If the person/s personally providing the higher risk personal appearance service are known, please provide details. A person cannot provide higher risk personal appearance services unless the person holds an infection control qualification.)*

Name:
First Middle Last

Postal address:

Preferred contact number: Email:

Name:
First Middle Last

Postal address:

Preferred contact number: Email:

Applicant Suitability *(If selected yes for one or more (a) to (e) boxes or selected no to (f) or (g), please submit details with your application.)*

(a) Has the applicant, executive officer, or any other member of the management committee been convicted of a relevant offence other than a spent conviction? Yes No

(b) Has the applicant or an executive officer, if applicant is a corporation, held a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* or a licence or registration under a corresponding law that was suspended or cancelled? Yes No

(c) Has the applicant or an executive officer, if applicant is a corporation, been refused a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* or a licence or registration under a corresponding law? Yes No

(d) Has the applicant or an executive officer, if applicant is a corporation, had an applicant for registration of an establishment refused under the *Health Regulation 1996*, part 15? Yes No

(e) Has the applicant or an executive officer, if applicant is a corporation, held a registration of an establishment under the *Health Regulation 1996*, part 15, that was suspended or cancelled? Yes No

(f) Will the Infection Control Guidelines be followed? Yes No
If no, attach details of the process that do not comply.

(g) Do all persons providing the higher risk personal appearance service have infection control qualifications? Yes No
If no, please contact Council. Any person not holding the required qualifications is not able to perform the service and your business may not be able to operate.

Declaration

I submit this Personal Appearance Service Licence Application Form with the relevant supporting documentation as required.

Applicant name:

Applicant signature:

Date:

Signatory name:

Signatory position:

(if partnership or company)

(if partnership or company)

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Higher Risk Personal Appearance Services Business Details:

- Technical data and validation documentation (where applicable) for any equipment, including sterilisers.
- Two copies of each plan, drawn to scale, and complying with the Queensland Building Code:
 - Site plan
 - Floor plan
 - Sectional elevation plans
 - Hydraulic plan
 - Premises layout detailing:
 - Details, position and size of all plumbing fixtures
 - Details of the separation of dirty and clean areas
 - Details of all surface finishes (*floors, walls, ceilings and bench surfaces*)
 - Details of all surface joining methods

Persons Personally Providing Higher Risk Personal Appearance Services:

- Copy of Statement of Attainment of each proposed operator for relevant Maintain Infection Control Standards in Office Practice Settings competency.

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

FACT SHEET

Personal Appearance Services

What are Personal Appearance Services?

Personal appearance services includes beauty therapy, hairdressing or skin penetration services (including tattooing, scarring and implanting substances).

As a general guide, a higher risk personal appearance service is a personal appearance service where the release of blood or other bodily fluid is an expected result.

Higher risk personal appearance services require a licence.

Why do I need a licence?

Whether accidental or not, personal appearance services that involve skin penetration can spread blood-borne diseases such as HIV, hepatitis B and hepatitis C. These diseases are spread by blood-to-blood contact due to contaminated instruments from an infected person being used on another person without adequate precautions.

Correct construction, maintenance and operation of higher risk personal appearance services ensures the risk of infection is minimised by both the client and the operator.

As such, the *Public Health (Infection Control for Personal Appearance Services) Act 2003* requires:

- Businesses that provide higher personal risk appearance services to hold a licence; and
- A person who personally provides a higher risk personal appearance service to hold an infection control qualification.

When do I need a licence?

Examples of higher risk activities that require a licence include:

- Body piercing (does not include ear or nose piercing with a gun);
- Implanting natural or synthetic substances into a person's skin (for example hair or beads);
- Scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design;
- Tattooing; and/or
- Tattoo removal involving skin penetration.

When don't I need a licence?

Non-higher risk services that do not need a licence include:

- Ear and nose piecing (with a gun);
- Hairdressing; and
- Beautician services (waxing, nail sculpting/enhancing, electrolysis, application of cosmetics and treatments).

Medical treatment processes that involve penetration of the skin are also exempt and do not require a licence. This includes:

- Medical practitioners and persons acting under their direction;
- Dentists and persons acting under their direction;
- Acupuncturists;
- Podiatrists;
- Physiotherapists; and
- Registered nurses and persons administering injections as part of a required medical treatment.

However, even if you are not required to hold a licence, you still need to comply with other relevant requirements including:

- Making sure you have planning approval; and
- Complying with the [Queensland Health Infection Control Guidelines for Personal Appearance Services](#).