

# 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](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.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
Preferred contact number:	Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan <i>Email is the standard form of delivery except for approvals/certificates and returned applications. If this method is unsuitable, please select an alternative.</i>		
Residential Address <i>(if individual)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
Company Details		
Registered Office Address <i>(if company)</i>		
Street number and name:		
Suburb:	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: <input type="checkbox"/> Tattooing <input type="checkbox"/> Piercing <input type="checkbox"/> Cosmetic tattooing <input type="checkbox"/> Other: <i>(please specify)</i>		
Manager/s name:		
Manager/s contact number:	Email:	

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

<b>Fixed Premises</b>		
Street number and name:		
Suburb:	State:	Postcode:
Lot number:	Plan number:	Floor area (m <sup>2</sup> ):
Do you have current approvals? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Development approval number:	Building approval number:	
Plumbing and drainage approval number:		
<b>Mobile Premises</b>		
Address where mobile premises can be inspected:		
Floor area (m <sup>2</sup> ):	Vehicle registration number:	
Registered vehicle owner:		
Vehicle type: <input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Trailer <input type="checkbox"/> Caravan <input type="checkbox"/> Other (please specify):		
Vehicle make:	Vehicle model:	
<b>Person Providing Higher Risk Personal Appearance Service Details</b>		
<i>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.</i>		
<b>Operator One</b>		
Name:		
First	Middle	Last
Postal address:		
Preferred contact number:	Email:	
<b>Operator Two</b>		
Name:		
First	Middle	Last
Postal address:		
Preferred contact number:	Email:	
<b>Applicant Suitability</b> (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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(b) Has the applicant or an executive officer, if applicant is a corporation, 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 that was suspended or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No		

(c) Has the applicant or an executive officer, if applicant is a corporation, 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Health Regulation 1996</i> , part 15?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the applicant or an executive officer, if applicant is a corporation, held a registration of an establishment under the <i>Health Regulation 1996</i> , part 15, that was suspended or cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Will the Infection Control Guidelines be followed? <i>If no, attach details of the processes that do not comply.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Do all persons providing the higher risk personal appearance service have infection control qualifications? <i>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.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 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 Development 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:

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

## Declaration

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

Applicant name:

Applicant signature:

Date:

Signatory name:

*(if partnership or company)*

Signatory position:

*(if partnership or company)*

## 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.

## 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](#).