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| **APPLICATION FOR APPROVAL TO ESTABLISH A HAIRDRESSING BUSINESS** |

**Applicant Details:**

Applicant’s Name:

Residential Address:

Postal Address: *(if different to above)*

Phone: Mobile:

Email Address:

**Business Details:**

Premise Name:

Location:

Postal Address: *(if different to above)*

Phone: Mobile:

Email Address:

***(Floor Plan - Please provide a floor plan layout of your proposed premises with this notification, showing the location of fixtures such as hand basins and sinks and include details on the materials to be used in the premises for shelving and flooring)***

**Application Fee $158.00**

(Application will not be approved until payment has been made)

**OFFICE USE:
Date Paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account: 07220803**

**Hairdressing Compliance:**

Establishing a Hairdressing salon in the City can require compliance with several City Departments. In the first instance you should contact The City of Greater Geraldton as your application will involve:

**1 - Environmental Health -** Liaise with Environmental Health Officer

The premise must comply with the **Hairdressing Establishment Regulations 1972**

Regulations may be viewed at: <http://ww2.health.wa.gov.au/Articles/F_I/HairdressingRegulation-Review>

**2 -Town Planning** - Liaise with Town Planner

Please make preliminary contact with a Town Planner to ascertain whether you need to apply for any specific Town Planning Approvals or meet any other requirement in relation to your application.

**3 - Building Compliance** - Liaise with Building Surveyor

**Building Code of Australia**

Please make preliminary contact with a City Building Surveyor to ascertain whether the level of shop fit out/alteration you are intending, requires a building permit & submission of plans.

**Please note the above is a City process only and you need to make all other necessary enquiries with any external agency that may be pertinent to your hairdressing salon proposal**.

**Declaration:**

I, the person making this application declare that the information contained in this application is true and correct in every particular way.

**Signature of the applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*In the case of a company, the signing officer must state position in the company*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Helpful Information:**

See <http://ww2.health.wa.gov.au/Health-for/Industry-trade-and-business/Personal-appearance>

The business of hairdressing is a trade that is regulated under the Health Act in Western Australia. The specific regulations that cover this trade are known as the Hairdressing Establishment Regulations 1972. Any reference to regulations made in this information sheet refers to these regulations and can be viewed by contacting the City.

**Establishing a Salon**

1. **Hairdressing Salon structural requirement overview–**
2. All **shelves, benches and tables** on which you place instruments, tools and utensils are to be constructed of or finished with a durable, smooth, impervious material
3. C**upboards, cabinets, shelves** for the storage of clean towels, neck cloths, neck protectors, throwovers and similar articles, are to be made of durable smooth materials
4. The salon will need **suitable receptacles**, constructed of smooth impervious material with tight fitting lids for;
5. linen, towels and other cloths that have been soiled;
6. hair, paper and other trade wastes, and require labelling “soiled linen” or “waste” as the case may be;
7. The salon requires a **wash basin** for every 3 work stations. Each basin to have a hot and cold water supply with sufficient flow. Hot water should achieve a minimum temperature of 38oC

**Taps -** where the water is delivered direct from the tap to a person’s head, a grohe or similar approved mixing valve is to be incorporated in the line.

1. If **refreshments** are offered to clients,these are to be prepared in a room completely separate from client hairdressing activities. Food (refreshments) must be kept separate from hairdressing products/chemicals
2. The floor of a salon shall be finished with a smooth, impervious, washable surface in the working area.
3. **Salon management Health & Hygiene Responsibilities**

**Instruments and a system of disinfection;**

1. The salon needs i**nstruments** simultaneously available for attending to clients & also sufficient in reserve, undergoing **disinfection**.

Regulations specify as a minimum standard that;

1. instruments (other than clippers) should be pre-cleaned by thorough washing in water with soap or detergent and then submerged in a disinfecting solution for 10 minutes. In the case of razors, 30 minutes
2. clippers shall be disinfected by applying a disinfecting solution to the clipper head with a disinfected brush
3. if you intend to use a disinfecting system in advance of the minimum requirements this needs to be discussed and approved by your local Environmental Health Officer
4. A 1 litre vessel, containing disinfecting solution is required at each work station**.**
5. Approved disinfecting solution

Most salons use a proprietary brand of **disinfecting solution.** If you do, please take time to read the label to make sure the active disinfecting agent complies with one of the below or if not, is a disinfecting solution that has been approved by the director of public health

1. ethyl alcohol 70% (v/v) minimum with or without any other disinfectant or antiseptic;
2. Glutaraldehyde solution of 1% (v/v);
3. hypochlorite solution of 0.5% (v/v) that has been freshly made up on the day of its use; or
4. isopropyl alcohol 70% v/v

It is important to read labels and follow dilution instructions and that when diluted as recommended, the diluted solution can achieve the above

If unclear or the disinfectant in use does not appear to contain one of the above, contact your local Environmental Health Officer to ensure the solution is approved.

**Other Health & Hygiene**

* A sufficient daily supply of clean laundered towels, neck cloths, neck protectors, throwovers and similar articles, are to be available on the premises
* Soap, nailbrushes & towels provided for staff hand washing
* Keep a styptic and other first aid material as may be required within the salon
* Ensuring hairdressers undertake & observe their responsibilities

An Environmental Health Officer will call on you routinely to ensure the regulations are being met in the interest of health safety and arrange a routine inspection. Further health is available from your Environmental Health Officer or browse the following useful website: <http://ww2.health.wa.gov.au/Health-for/Industry-trade-and-business/Personal-appearance>

**Example of Hairdressing Inspection Sheet:**

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| Indicate compliance by using 🗸/🗴 in “C” column. If non-compliance is serious indicate by also inserting a 🗴 in the “S” column |
|  | C | S |  | C | S |
| **Design/Construction/Cleanliness** | **Standard Precautions** |
| 1 | Floors, walls, ceilings, shelves (clean, smooth & impervious) |  |  | 15 | Hygiene practices (disposal of hair/waste as soon as |  |  |
| 2 | Shelves, cupboards & benches (clean, smooth & impervious, |  |  |  | practicable) |  |  |
|  | sufficient space for appliances & linen) |  |  | 16 | Hand washing practices (before & after each client) |  |  |
| 3 | Separate treatment area from rest of premises |  |  | 17 | Use of protective barriers (gloves, gowns, plastic aprons, |  |  |
| 4 | Hand wash basin – hot / cold water & soap / paper towel  |  |  |  | masks, towels/neck protectors, neck brush) |  |  |
| 5 | Sufficient washbasins (1 for every 3 workstations), |  |  | 18 | Sufficient number of appliances available so others may be  |  |  |
|  | hot & cold water supply, mixing valve |  |  |  | disinfected |  |  |
| 6 | Sufficient receptacles, lidded & labelled  |  |  | 19 | Separate storage of clean & dirty appliances |  |  |
| 7 | Adequate lighting & ventilation |  |  | 20 | Separate storage of clean & soiled linen |  |  |
| 8 | Adequate kitchen facilities – separate room |  |  | 21 | Disposable cape/apron used or capes/aprons are washed  |  |  |
| 9 | Adequate laundry facilities – floor graded to drain waste,  |  |  |  | before & after each client |  |  |
|  | suitably discharging, hot water |  |  | 22 | Liquid soap or shaving cream used for lather when shaving |  |  |
| 10 | Adequate sanitary facilities |  |  | 23 | No use of sponge, powder puff, or substance in block form |  |  |
| **Cleaning/Disinfection Precautions** | 24 | Hairdressing room not being used for any other purpose |  |  |
| 11 | Correct disinfection procedure of all appliances and clippers |  |  | 25 | No smoking  |  |  |
| 12 | Disinfection of appliances (before & after each client) |  |  | 26 | Correct procedure to arrest bleeding |  |  |
| 13 | 1 L of disinfectant per work station |  |  | 27 | Blood Spill Management Policy in place |  |  |
| 14 | Disinfecting solution. Type: |  |  |  | 1. Clean up of blood/body fluids
 |  |  |
|  | 1. ethyl alcohol 70% (v/v)
 |  |  |  | 1. Clean up of towels & equipment
 |  |  |
|  | 1. glutaraldehyde solution of 1% (v/v)
 |  |  | 28 | Infectious disease policy – employee & client |  |  |
|  | 1. hypochlorite solution of 0.5% (v/v)
 |  |  | 29 | Handling & disposal of sharps (if applicable) |  |  |
|  | 1. isopropyl alcohol 70% v/v
 |  |  | 30 | Single use razor blades |  |  |
|  |  |  |  |  |  |  |  |
| # | **Work Required/Comments** | **Due Date** |
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