

Application for Health Business Registration

Public Health and Wellbeing Act 2008 (Vic)



Business Owner's Details

Proprietor name: (full name or Company/Pty Ltd - a Trust is not a legal entity for the purpose of the Public Health and Wellbeing Act)	
Proprietor Address:	
Postal Address: (if different from above)	
Email:	Phone number:
ABN:	ACN:

Business Premises Details

Trading name of business:	
Address of business:	
Primary contact name:	Primary contact mobile:

Health premises activities and information

Type of health premises: (please select your proposed services)

- | | | |
|---|--|--|
| <input type="checkbox"/> Hairdressing/Barbering | <input type="checkbox"/> Eyelash Lift/Eyelash Extensions | <input type="checkbox"/> Tattoo/Cosmetic Tattoo |
| <input type="checkbox"/> Make-up/Spray Tan | <input type="checkbox"/> Laser Hair Removal/Electrolysis | <input type="checkbox"/> Skin Needling/Dry Needling |
| <input type="checkbox"/> Waxing/Threading/Tinting | <input type="checkbox"/> Laser Tattoo Removal | <input type="checkbox"/> Body Piercing/Body Modification |
| <input type="checkbox"/> Facials | <input type="checkbox"/> Cryolipolysis/Teeth Whitening | <input type="checkbox"/> Colonic Irrigation |
| <input type="checkbox"/> Manicure/Pedicure | <input type="checkbox"/> Other ... | <input type="text"/> |

Provide a brief description of the health business (details of the services that will take place)

Attach a detailed floor plan of the health premises

Your health premises plans should include the following:

- Show the layout of all fixtures, equipment and storage areas.
- Provide a description of materials used for surface finishes, including walls, floors and bench tops.
- Indicate locations of waste disposal area, bin storage and toilets.



Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information
- If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).
- If the business is owned by a company or association – the applicant on behalf of that body must sign and print their name.

To be completed by the proprietor

Name of Proprietor

Signature of Proprietor

Date

Where the proprietor is a company, the signature(s) must be of an authorised officer of that company.

We may contact you to verify any information you have provided.

Renewal of Health Business Registration

All health registrations expire on 31 December of each year, and are required to be renewed on an annual basis. We will issue you a renewal of registration application for completion either via email or post in November for payment for the following year. This excludes businesses offering solely hairdressing and/or temporary make up services which are eligible to apply for a low risk 'on-going' registration.

Are you buying an existing health business?

If you are buying an existing health business, please contact info@frankston.vic.gov.au to request a transfer of health business registration. This excludes businesses offering solely hairdressing and/or temporary make up services which cannot be transferred. A transfer inspection is required to be completed prior to commencement of operations.

We strongly recommend you to apply for a Pre-Purchase inspection, this report will detail any outstanding requirements and/or Orders for an existing business. Please contact info@frankston.vic.gov.au to request a Pre-Purchase inspection.

Online Payments and Registration

Upon submission of your completed application and supporting documentation, you will receive an invoice via email for payment. Payment can then be made online by credit card. Once payment is received your application will progress. We aim to assess all applications within 10 business days.

How to Apply

📍 In Person Frankston City Council Civic Centre, 30 Davey Street, Frankston
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin

✉ By Mail Frankston City Council, Environmental Health, PO Box 490, Frankston VIC 3199

💻 Online Send applications with supporting documentation to info@frankston.vic.gov.au

Environmental Health Plan Assessment

If you are constructing a new health premises or your health premises requires structural alterations, we offer a plan assessment service that provides written advice prior to the construction commencing or finalising. This will ensure the health premises complies with the relevant structural requirements and reduce costly mistakes before the construction finalises or starts. Please contact info@frankston.vic.gov.au to apply for plan assessment.

Fees for Health Business Registration

Public Health Premises	Initial Registration Fee 2024/2025	Annual Registration Fee 2024/2025
Low Risk Premises	\$300.00 (One-off fee for ongoing registration)	
Medium Risk Premises	\$540.00	\$320.00
High Risk Premises	\$560.00	\$340.00
Combination Premises	\$590.00	\$520.00

Application Checklist – please tick the following boxes prior to submitting form

- Completed application form
- Completed Business owner's details (Trusts are not accepted)
- If proprietor is a company, an associated ABN to the proprietor has been provided.
- Detailed floor plans of health premises

Further Information

Environmental Health

Phone: (03) 9784 1915

Email: info@frankston.vic.gov.au

Disclaimer

A Public Health and Wellbeing Act 2008 Registration does not constitute a Planning or Building approval, and further approvals and considerations are required under the Building Act and Planning and Environment Act for the proposed food premises to be both constructed and used. You must obtain this formal confirmation regarding any Planning and Building requirements from the relevant Council departments. Please contact each respective department on 1300 322 322.

Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.