

Application for Health Premises Plans Assessment

Public Health and Wellbeing Act 2008



Lifestyle Capital of Victoria

Are you constructing or altering a health premises?

If you are constructing a 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.

What is a health premises?

A health premises includes a business comprising of personal care and body art services (hairdressing, make-up, beauty therapy, skin penetration and colonic irrigation), prescribed accommodation (hotel/motel, Caravan Park, rooming house) or aquatic facilities (public swimming and spa pools).

We recommend referring to the below resources when planning your health premises:

Personal Care Services	Infection Prevention and Control Guidelines
Prescribed Accommodation	Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020
Rooming House	Consumer Affairs Victoria Rooming House Minimum Standards
Aquatic Facilities	Water Quality Guidelines for Public Aquatic Facilities

It is not a statutory requirement under the legislation to submit floor plans for assessment. However, we strongly recommend this service to help reduce costly mistakes before the construction finalises or starts.

Your plans should:




- Be drawn to a scale of not less than 1:100
- Show the layout of all fixtures and equipment
- 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.

How long does it take?

An invoice will be issued to you for payment once a completed application and plans have been submitted. We will process and review your application within 20 working days. We will notify you via email of any requirements and conditions. Provided all other necessary permits have been obtained, works can then commence.

Plan Assessment Fees (2024/2025): \$340.00

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, PO Box 490, Frankston VIC 3199
-  **Online** Send applications with supporting documentation to info@frankston.vic.gov.au

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Applicant details

Applicant's Full name and/or Company name

Applicant's phone number

Applicant's Email

Applicant is:

Owner

Builder

Architect

Other

Proprietor of health premises

Proprietor's name and/or Company name

Proprietor's mobile number

Proprietor's address

Proprietor's email address

Details of health premises

Address of health premises

Proposed trading name of health premises

Type of health premises: (please select your main activity)

Hairdressing/Barber

Body Piercing

Caravan Park

Make-up/Spray tan

Skin penetration (Other)

Rooming House

Beauty Therapy

Colonic Irrigation

Accommodation (Other)

Tattoo/Cosmetic Tattoo

Hotel/Motel

Aquatic Facility

Other ...

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

Submit plans of the health premises

Submit the completed application together with detailed floor plans of the health premises to Frankston City Council's Environmental Health team at info@frankston.vic.gov.au

Payment of Application

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 may contact you to verify information as part of this food premises plan assessment and review process. For any enquiries please contact Environmental Health on 9784 1915.

Disclaimer

This Environmental Health review 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 facility 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 notice

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.