

Health & Beauty Business Application for Pre-approval Supporting Documentation

Please provide detailed information about your health and beauty business to assist our Health Team in assessing your request for pre-approval.

What is your floor area and what services will you be providing?

Floor area of each room or cubicle*	Room / cubicle 1:	m ²	
	Room / cubicle 2:	m ²	
	Room / cubicle 3:	m ²	
	Room / cubicle 4:	m ²	
	Room / cubicle 5:	m ²	
	Room / cubicle 6:	m ²	
Services being conducted* Please list the services that are provided in each room / cubicle	Room / cubicle 1:		
	Room / cubicle 2:		
	Room / cubicle 3:		
	Room / cubicle 4:		
	Room / cubicle 5:		
	Room / cubicle 6:		
No. of employees on-site?*	1 (sole trade, no employees)	> 1-20	>20
Waste water connection	Sewer	Septic	If you are on a septic system you may be required to upgrade the system or connect to the sewer if available.

Checklist for contacting relevant departments – by ticking the below, I am declaring that I have contacted all relevant departments for my pre-approval application:

MANNINGHAM DEPARTMENTS			NUMBER
	Statutory Planning	New or change of existing business, for car parking space requirements and structural signage changes, home-based businesses, and other related permits	9840 9471
	Building Services	Any fit-out or proposed structural changes to a building, and for public and staff toilet requirements, and other related permits	9840 9430
	Environmental Health	Any fit-out or proposed health & beauty business, or if the business is operating a septic tank system (unsewered)	9840 9479
	City Compliance	A-frame signage, footpath trading, keeping animals (e.g., poultry)	9840 9450



Interpreter service

9840 9355

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***Site Plan Checklist** – use this list to check that your floor plans include all the below information before sending your application to our Environmental Health Team

Hand wash basins for each treatment room and in each treatment area and toilets.	Surface finishes of walls, floors, ceilings and work areas e.g., white tiles, washable gloss paint, light colour, stainless steel, floor covings
Equipment washing sinks	Equipment storage
Hair wash basins	Chemical storage
Treatment / nail tables	Mechanical ventilation system
Treatment chairs	Doors
Sharps disposal locations	Waste and wastewater disposal facilities, visit Yarra Valley Water
Benches and shelving	Lighting
Mop sink/cleaner's sinks	Toilets and vanity units
Staff storage areas	External storage areas
I have attached full detailed floor plans so that a formal assessment of my plans can be undertaken with this application	

*Proprietor Declaration

You must include the above details in your plans for your application to be accepted.

Name of Proprietor*

Signature of Proprietor*

Please allow 10 working days for the assessment of your application.

Privacy Statement

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I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.



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