

**Skin Penetration Premises Application Form***Health (Miscellaneous Provisions) Act 1911**Health (Skin Penetration Procedure) Regulations 1998*

Prior to submitting this application form, please confirm whether Planning Development Approval is required. If you are unsure, a self assessment tool is available on the City's website at [www.wanneroo.wa.gov.au/ba-self-assessment-tool](http://www.wanneroo.wa.gov.au/ba-self-assessment-tool).

✓ Please tick the appropriate box

Online form also available on City's Website

☐ Confirmed Development Application required - Approval DA No. \_\_\_\_\_ / \_\_\_\_\_

☐ Confirmed No Development Application required.

**Business Details**

Name of Premise (in full):

Address of Premise:

Postal Address:

Business Phone:

Email:

Number of Equivalent Full Time Staff:

**Contact Details**

Name of Proprietor/s (as per ABN)

ABN/ACN:

Languages spoken: ☐ English ☐ Other (specify):

Postal Address (if different to above):

Contact Name:

Mobile:

Driver's Licence No.

Date of Birth:

Email:

Is your premise within a residential property ☐ Yes ☐ No

*Some skin penetration activities are not suitable for residential premises. An EHO will assess the information provided herein to determine if your proposed business is suitable. You will also require planning approval.*

**Nature of Business**

☐ Tattooing

☐ Manicures

☐ Permanent Eyebrow/Lip Lining

☐ Pedicures

☐ Acupuncture

☐ Spray Tan

☐ Ear Piercing

☐ Wax Depilation (Waxing)

☐ Body Piercing (including branding, scarring, etc)

☐ Other (Please give details)

☐ Electrolysis

**Lodging your Application****\$329.00 application fee to be submitted upon application**

Online: Lodge and pay via the City's website at

[Hair Dressing and Skin Penetration Premises Application - City of Wanneroo](http://www.wanneroo.wa.gov.au/ba-self-assessment-tool)

In Person: City of Wanneroo Administration Centre, 23 Dundobar Road, Wanneroo

By Mail: Locked Bag 1, Wanneroo WA 6946

By Email: [health@wanneroo.wa.gov.au](mailto:health@wanneroo.wa.gov.au)

**\*\*Please allow up to 14 days for application to be processed\*\***

## Level of Disinfection and Sterilisation of Appliances

Please tick the applicable boxes:

- ☐ NON-CRITICAL PROCEDURE= Appliance may come into contact with intact skin but does not penetrate skin or come into contact with mucosa or blood (Cleaning Required). \*\*
- ☐ SEMI-CRITICAL PROCEDURE= Appliance may come into contact with mucosa or blood (Disinfection Required). \*\*
- ☐ CRITICAL PROCEDURE= Appliance enters or penetrates the skin. Cleaning and sterilisation required. \*\*

Please provide a brief summary/outline of the cleaning, disinfection or sterilisation procedures undertaken:

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\*\* If you are unsure of the correct procedures for cleaning, disinfecting or sterilising appliances, please read Part 4 (pages 9-11) - SELECTION AND MANAGEMENT OF APPLIANCES from the **Code of Practice for Skin Penetration Procedures**.

Type of sharps disposal (if applicable) \_\_\_\_\_

What sort of training programs do you have in place for staff in regards to hygiene, health and safety?

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## Hours of Operation

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

## Attachment Checklist

- ☐ **Floor Plan** - layout of proposed premise showing the location of fixtures such as hand basins and sinks, and including details on the materials used in the premise for shelving and flooring.

## Declaration

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular.

**Signature of applicant:** \_\_\_\_\_

In the case of a company, the signing officer must state position in the company

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

## Further Information

- Department of Health Website: <https://ww2.health.wa.gov.au/>
- City of Wanneroo Health Services: Telephone 9405 5000



## **Skin Penetration Establishment Requirements for the Construction and Fit Out**

## Introduction

This information package has been developed to assist skin penetration establishments (new and existing), architects, designers and builders to comply with the *Health (Skin Penetration Procedure) Regulations 1998* and the *Code of Practice for Skin Penetration Procedures* (the Code).

A skin penetration procedure is a procedure where:

- The skin is pierced, cut, punctured, torn or shaved;
- A mucous membrane is cut, punctured or torn.

It includes, but is not limited to, tattooing, body piercing, waxing, tweezing, threading, electrolysis, facial microdermabrasion, manicures, pedicures, lancing, lasers, cosmetic tattooing and Intense Pulsed Light (IPL) where shaving or waxing is involved.

Please note - Skin penetration does not include massage or eyelash extensions.

The following general information is provided as a guide only. Please note it is the applicant's responsibility to comply with all legislative requirements. Please refer to the Regulations and Code for more specific information.

A copy of the regulations can be downloaded free of charge from <https://www.slp.wa.gov.au> or contact the City's Health Service on 9404 5000 for further advice.

## City Approval Processes

A new skin penetration establishment may require approval from a number of City's departments.

### Planning Services

Planning approval is the first step in setting up a new skin penetration establishment. Planning Services will ascertain the suitability of the skin penetration establishment in the proposed location. You will need to consult with a Planning Officer to determine if a development application is required to be submitted. Please contact the City's Approval Services via telephone 9404 5000.

### Building Services

If you are constructing new premises or making changes to existing premises, you may be required to submit a building permit application. You will need to discuss your proposal with a Building Surveyor to determine if this is necessary. Please contact the City's Building Services via telephone 9404 5000.

### Health Services

All new skin penetration establishments or alterations/extensions to existing skin penetration establishments are required to be assessed and approved by the City's Health Services, even when Planning and Building approvals are not required.

### Health Services Assessment Certificate

Prior to seeking building approval (if applicable) and commencing construction/fit-out of your skin penetration business, it is recommended that you submit an **Application for Health Assessment** to the City's Health Services. Your application will be assessed by an Environmental Health Officer for compliance with the abovementioned legislation. Once assessed, you will receive a Health Assessment Certificate stating that the plans fully comply, substantially comply, or do not comply, with justifications for non-compliances in addition to recommendations. The form is available on the City's website on the link below

[https://www.wanneroo.wa.gov.au/downloads/download/205/health\\_services\\_assessment](https://www.wanneroo.wa.gov.au/downloads/download/205/health_services_assessment)

## Application for skin penetration establishments

An application form for skin penetration establishments is available on the City's website on the link below:

[https://www.wanneroo.wa.gov.au/downloads/download/204/hair\\_dressing\\_and\\_skin\\_penetration](https://www.wanneroo.wa.gov.au/downloads/download/204/hair_dressing_and_skin_penetration)

An application should be accompanied by scaled plans (minimum 1:100) detailing the design and fit out specifications for each area in which skin penetration procedures will take place.

Plans and specifications shall include the following details:

- the use of every room/area
- the structural finishes of walls, floors, ceilings, benches, shelves and other surfaces
- the position and type of all fixtures, fittings and equipment
- the location of sinks and hand washing basins
- waste storage and disposal areas
- details and types of procedures to be performed and in which areas.

On completion of construction or alterations and prior to opening to the public, you are required to contact the City's Health Services on 9404 5000 to arrange with an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and any conditions of approval.

## Design and Construction Requirements

### Skin Penetration Procedure/treatment room(s)

The skin penetration procedure/ treatment room(s) is where the skin penetration procedures take place. For example, where a client will be pierced, tattooed, or waxed.

- Floors, floor coverings, walls, ceilings, shelves, fittings and other furniture in this area must be constructed from materials suitable for the procedures undertaken (for example, smooth & impervious) and able to be effectively cleaned.
- All surfaces that come into direct contact with a client's skin must be smooth, impervious and in good repair. For example, surfaces of client chairs or beds must be made of a material that can be easily cleaned after each use.
- A hand wash basin must be available in the immediate area where the skin penetration procedures are undertaken. The hand basin should be easily accessible to allow the person performing the procedure to wash their hands thoroughly before and after treatments. Hand wash basin must be of hands free operation and supplied with hot and cold water through a single outlet. The hand wash basin shall be supplied with a paper towel dispenser, disposable paper towels and liquid soap.

### Work space / Preparation area

The work space and preparation area is where appliances are stored such as an autoclave and where equipment/materials are prepared for use.

- The work space / preparation areas must be separated from the client treatment area.
- This area must have at least two (2) designated sinks; one for hand washing and another for cleaning and decontaminating equipment. The designated sink for cleaning and disinfecting must be large enough for cleaning the largest size of equipment.
- Cleaning/preparation sink shall be provided with a constant supply of warm water.
- Hand wash basin must be of hands free operation and supplied with hot and cold water through a single outlet. It shall be supplied with a paper towel dispenser, disposable paper towels and liquid soap.
- Sinks must be made of suitable materials, such as stainless steel.

- Work surfaces, walls and floors shall be non-slip, smooth and impervious, and able to be effectively cleaned.
- There should be sufficient bench space to accommodate equipment and cleaning and disinfecting procedures.

**NB: Home business applicants are considered on a case by case basis – Please contact Health Service for more information. Please note that for low risks activities laundries with sufficient bench space and a stainless steel sink supplied with hot and cold water may be considered for use as a work space/preparation area. This should be accompanied by a written management plan.**

### **Food preparation areas**

Food preparation is prohibited in client treatment, work space and preparation areas. A separate area and sink will be required for any food preparation, tea, coffee, lunches, washing dishes and the like.

### **Blood Accident and Needle stick Policy**

A blood accident and needle stick policy shall be developed for the premises. Refer to Appendix 1 in the Code for further information.

### **Education and Training**

It is the responsibility of any person and employer who perform skin penetration procedures to have adequate education, training and to be familiar with infection control and safe working procedures.

### **Adequate supply of potable water shall be provided**

Skin penetration establishments must have an adequate supply of potable water for all activities that use water. Warm water is required for hand washing facilities and for washing equipment. A hot water system will be needed to achieve the temperature requirements of the Code.

### **Storage areas**

Storage areas should be pest proof, protected from contamination and able to be effectively cleaned. Walls, floors, shelving and storage vessels should be smooth and impervious.

- Linen shall be stored so that it is protected from contamination
- Suitable facilities should be provided separate to client treatment, work space and preparation areas for the storage of staff clothing and personal effects.
- Suitable facility to be provided e.g. enclosed cupboard dedicated for storing chemicals and materials for cleaning and disinfecting.

### **Ventilation**

Sufficient natural or mechanical ventilation shall be provided in compliance with the Building Code of Australia.

### **Lighting**

Client treatment, work space and preparation areas shall be illuminated to a level that complies with Australian Standard AS 1680.2 'Interior Lighting – Recommendations for specific tasks and interiors'.

### **Waste**

- Waste water (floor mop water, trade waste or the like) is not to be disposed of in a hand washing sink or designated cleaning/disinfecting sink or stormwater drains. Information is required to be submitted with the application demonstrating appropriate disposal of wastewater.

- Receptacles (bins) for contaminated waste shall be provided at the source of generation.
- Sharps shall be disposed of in a designated puncture resistant container that complies with the requirements of Australian Standard AS 4031.

## Laundry

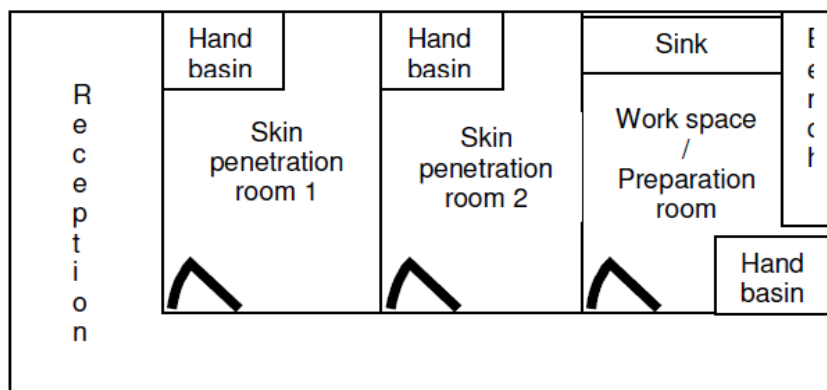
Installation of washing machines and/or dryers must be illustrated on the floor plan submitted and ventilation provided in compliance with the Building Code of Australia (BCA).

## Spray Tan treatment rooms/areas

Spray tan treatment room(s)/areas shall be provided with an effective mechanical ventilation system to remove spray tanning product air contaminants. Mechanical ventilation installed in the ceiling shall be flued to the exterior.

## Example layout of a skin penetration establishment

### Example layout



## References

Department of Health, Skin Penetration Procedures and the Law

[https://ww2.health.wa.gov.au/Articles/S\\_T/Skin-penetration-procedures-and-the-law](https://ww2.health.wa.gov.au/Articles/S_T/Skin-penetration-procedures-and-the-law)

Government of Western Australia, Department of Justice – Health (Skin Penetration Procedure) Regulations 1998

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1575\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1575_homepage.html)

For enquiries regarding the information contained in this document please contact the City's Health Services via phone 9404 5000 or email: [health@wanneroo.wa.gov.au](mailto:health@wanneroo.wa.gov.au)